


PALM BEACH COMMUNITY COLLEGE



1999-2000 CATALOG



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Palm Beach Community College

The Catalog 1999-2000

The *Palm Beach Community College Catalog* is produced to serve as an information and reference guide, dealing with most aspects of the College including policies, facilities, degree and certificate programs, course offerings, services and personnel. Since the statements contained in the Catalog are for informational purposes only, it should not be considered the basis of a contract between the institution and the student.

Generally, the provisions outlined in the Catalog are applicable as stated, but PBCC reserves the right to initiate changes including, but not limited to, academic requirements for graduation, without direct notification to individuals.

Mindful of its responsibility to students, the College is committed to make every possible effort to keep students informed of any changes.

Though the College Catalog is produced as a reference guide, it is important for each student to assume ultimate responsibility to keep himself/herself apprised of current requirements for graduation for a particular degree program.



GENERAL INFORMATION

(561) 930-2001

(toll-free in Palm Beach County)

GLADES CAMPUS

in Belle Glade

(561) 996-PBCC

SOUTH CAMPUS

in Boca Raton

(561) 393-PBCC

CENTRAL CAMPUS

in Lake Worth

(561) 967-PBCC

EISSEY CAMPUS

in Palm Beach Gardens

(561) 624-PBCC

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Palm Beach Community College,
College Disability Support Services, M.S. #55
4200 Congress Avenue,
Lake Worth, FL 33461-4796

Telephone
(561) 439-8382 (V/TTY)



PALM BEACH COMMUNITY COLLEGE 1999-2000 REGISTRATION CALENDAR

PALM BEACH COMMUNITY COLLEGE 1999-2000 REGISTRATION CALENDAR

TERM DATES	FALL SEMESTER	FALL 1ST 8-WEEKS	FALL 12-WEEK	FALL EXPRESS	SPRING SEMESTER	SPRING 1ST 8-WEEKS	SPRING 12-WEEK	SPRING EXPRESS	SUMMER A	SUMMER B	SUMMER 12-WEEK
CONTINUOUS REGISTRATION ENROLLMENT ENROLLED	AUG 23 - DEC 17	AUG 23 - OCT 15	SEPT 20 - DEC 17	OCT 18 - DEC 17	JAN 5 - MAY 5	JAN 5 - MAR 1	FEB 2 - MAY 5	MAR 6 - MAY 5	MAY 10 - JUNE 21	JUNE 26 - AUG 7	MAY 10 - AUG 7
FINAL REGISTRATION	AUG 16-20	AUG 16-20	SEPT 13-17	OCT 4-15	JAN 3 & 4	JAN 3 & 4	JAN 26-FEB 1	FEB 21-MAR 3	MAY 9	JUNE 22	MAY 9
CLASSES BEGIN	AUG 23	AUG 23	SEPT 20	OCT 18	JAN 5	JAN 5	FEB 2	MAR 6	MAY 10	JUNE 26	MAY 10
DROP/ADD	AUG 23-27	AUG 23-24	SEPT 20-23	OCT 18-19	JAN 5, 6, 7, 10 & 11	JAN 5-6	FEB 2, 3, 4 & 7	MAR 6-7	MAY 10-11	JUNE 26-27	MAY 10-11
LAST DAY TO WITHDRAW FOR REFUND	AUG 27	AUG 24	SEPT 23	OCT 19	JAN 11	JAN 6	FEB 7	MAR 7	MAY 11	JUNE 27	MAY 11
CLAST REGISTRATION DEADLINE	SEPT 3	SEPT 3	SEPT 3	SEPT 3	JAN 21	JAN 21	JAN 21	JAN 21	MAY 5	MAY 5	MAY 5
LAST DAY TO MAKE UP ^{up} GRADES FROM PREVIOUS TERM	SEPT 21	SEPT 21	SEPT 21	SEPT 21	FEB 3	FEB 3	FEB 3	FEB 3	**	**	**
GRADUATION APPLICATION DEADLINE	SEPT 30	SEPT 30	SEPT 30	SEPT 30	FEB 11	FEB 11	FEB 11	FEB 11	MAY 18	JULY 6	MAY 18
LAST DAY TO WITHDRAW/AUDIT	OCT 29	SEPT 23	NOV 10	NOV 23	MAR 20	FEB 8	MAR 31	APR 13	JUNE 5	JULY 19	JUNE 29
LAST DAY TO WITHDRAW FROM ALL CLASSES	DEC 8	OCT 6	DEC 8	DEC 8	APR 26	FEB 21	APR 26	APR 26	JUNE 8	JULY 25	JULY 25
TERMS ENDS	DEC 17	OCT 15	DEC 17	DEC 17	MAY 5	MAR 1	MAY 5	MAY 5	JUNE 21	AUG 7	AUG 7
COMMENCEMENT	DEC 17	DEC 17	DEC 17	DEC 17	MAY 8	MAY 8	MAY 8	MAY 8	---	---	---
CLAST TEST DATE	OCT 2 REGISTER BY SEPT 3	OCT 2 REGISTER BY SEPT 3	OCT 2 REGISTER BY SEPT 3	OCT 2 REGISTER BY SEPT 3	FEB 19 REGISTER BY JAN 21	FEB 19 REGISTER BY JAN 21	FEB 19 REGISTER BY JAN 21	FEB 19 REGISTER BY JAN 21	JUNE 3 REGISTER BY MAY 5	JUNE 3 REGISTER BY MAY 5	JUNE 3 REGISTER BY MAY 5
STUDENT HOLIDAYS	SEPT 6 OCT 20 NOV 11 NOV 25-26 DEC 20-31	SEPT 6	OCT 20 NOV 11 NOV 25-26 DEC 20-31	OCT 20 NOV 11 NOV 25-26 DEC 20-31	JAN 17 MAR 13-18 MAR 28 APR 21	JAN 17	MAR 13-18 MAR 28 APR 21	MAR 13-18 MAR 28 APR 21	MAY 29	JULY 4	MAY 29 JULY 4

Calendar dates are subject to change without notice
 **See subsequent calendar dates

Continuous Registration Office Hours
 Monday - Thursday 8:00 a.m. - 6:30 p.m.
 Friday 8:00 a.m. - 3:30 p.m. only

Check with Instructor for the last meeting day
 of class and examination schedule.

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Admission

Belle Glade--Glades Campus.....	(561) 996-3055
Boca Raton--South Campus	(561) 367-4580
Lake Worth--Central Campus	(561) 439-8103/8342
Palm Beach Gardens--Eissey Campus	(561) 625-2400

Advisement/Counseling

Belle Glade--Glades Campus.....	(561) 992-6152
Boca Raton--South Campus	(561) 367-4508
Lake Worth--Central Campus	(561) 439-8174
Palm Beach Gardens--Eissey Campus	(561) 625-2463

Athletics

College Teams--Lake Worth	(561) 439-8067
Women's Volleyball--Boca Raton	(561) 367-4613
Intramurals Belle Glade--Glades Campus	(561) 992-6151
Boca Raton--South Campus-FAU	(561) 297-3795
Lake Worth--Central Campus	(561) 439-8069
Palm Beach Gardens--Eissey Campus	(561) 625-2437

Books and Classroom Supplies

Belle Glade--Glades Campus.....	(561) 992-5007
Boca Raton--South Campus	(561) 367-0480
Lake Worth--Central Campus	(561) 434-3600
Palm Beach Gardens--Eissey Campus	(561) 775-0083

Career Information

Belle Glade--Glades Campus.....	(561) 992-6151
Boca Raton--South Campus	(561) 367-4629
Lake Worth--Central Campus	(561) 439-8056
Palm Beach Gardens--Eissey Campus	(561) 625-2560

Cashier (College Bills, Payment, or Adjustments)

Belle Glade--Glades Campus.....	(561) 992-6151
Boca Raton--South Campus	(561) 367-4505
Lake Worth--Central Campus	(561) 439-8020
Palm Beach Gardens--Eissey Campus	(561) 625-2504

Career and Technical Education

Belle Glade--Glades Campus.....	(561) 992-3055
Boca Raton--South Campus	(561) 367-4516
Lake Worth--Central Campus	(561) 439-8006
Palm Beach Gardens--Eissey Campus	(561) 625-2535

Disability Services

Belle Glade--Glades Campus.....	(561) 992-6162
Boca Raton--South Campus	(561) 367-4582
Lake Worth--Central Campus	(561) 439-8054
Palm Beach Gardens--Eissey Campus	(561) 625-2428

Dual Enrollment

Belle Glade--Glades Campus.....	(561) 992-6151
Boca Raton--South Campus	(561) 367-4511
Lake Worth--Central Campus	(561) 439-8174
Palm Beach Gardens--Eissey Campus	(561) 625-2402

Enrollment Information Center**930-2001****Financial Aid**

Belle Glade--Glades Campus.....	(561) 992-6182
Boca Raton--South Campus	(561) 367-4512
Lake Worth--Central Campus	(561) 439-8061
Palm Beach Gardens--Eissey Campus	(561) 625-2537

Gifts and Donations

Foundation Office	(561) 439-8072
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Grade Concerns

Belle Glade--Glades Campus.....	(561) 996-6152
Boca Raton--South Campus	(561) 367-4580
Lake Worth--Central Campus	(561) 439-8282
Palm Beach Gardens--Eissey Campus	(561) 625-2410

Graduation Application

Belle Glade--Glades Campus.....	(561) 996-3055
Boca Raton--South Campus	(561) 367-4508
Lake Worth--Central Campus	(561) 439-8059
Palm Beach Gardens--Eissey Campus	(561) 625-2463

Honors

Belle Glade--Glades Campus.....	(561) 992-6167
Boca Raton--South Campus	(561) 367-4622
Lake Worth--Central Campus	(561) 439-8259
Palm Beach Gardens--Eissey Campus	(561) 625-8215

Housing

Panther Park	(561) 582-9100
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International Admissions District Office.....**(561) 434-5099****Security**

Belle Glade--Glades Campus.....	(561) 992-6159
Boca Raton--South Campus	(561) 367-4545
Lake Worth--Central Campus	(561) 439-8035
Palm Beach Gardens--Eissey Campus	(561) 625-2430

Scholarships and Loans

Belle Glade--Glades Campus.....	(561) 992-6152
Boca Raton--South Campus	(561) 367-4512
Lake Worth--Central Campus	(561) 439-8386/8387
Palm Beach Gardens--Eissey Campus	(561) 625-2537



WHERE TO GO FOR ASSISTANCE

**Lost and Found**

Belle Glade--Glades Campus.....	(561) 996-3055
Boca Raton--South Campus	(561) 367-4525
Lake Worth--Central Campus	(561) 439-8035
Palm Beach Gardens--Eissey Campus.....	(561) 625-2430

Parking Permits

Belle Glade--Glades Campus.....	(561) 992-6151
Boca Raton--South Campus	(561) 367-4505
Lake Worth--Central Campus	(561) 439-8035
Palm Beach Gardens--Eissey Campus.....	(561) 625-2430

Public Relations-Promotional Events

College Relations and Marketing	(561) 439-8076
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Registration, Academic Records

Belle Glade--Glades Campus.....	(561) 996-3055
Boca Raton--South Campus	(561) 367-4580
Lake Worth--Central Campus	(561) 439-8282
Palm Beach Gardens--Eissey Campus.....	(561) 625-2410
District Registrar's Office.....	(561) 439-8106

Facility Reservations

Belle Glade--Glades Campus.....	(561) 992-6167
Boca Raton--South Campus	(561) 367-4521
Lake Worth--Central Campus	(561) 439-8378
Palm Beach Gardens--Eissey Campus.....	(561) 625-2574

Grievances and Appeals

Belle Glade--Glades Campus.....	(561) 992-6162
Boca Raton--South Campus	(561) 367-4515
Lake Worth--Central Campus	(561) 439-8378
Palm Beach Gardens--Eissey Campus.....	(561) 625-2416
ADA/504 Coordinator.....	(561) 439-8382

Work on Campus (Students)

Belle Glade--Glades Campus.....	(561) 992-6162
Boca Raton--South Campus	(561) 367-4512/4629
Lake Worth--Central Campus	(561) 439-8386/8387
Palm Beach Gardens--Eissey Campus.....	(561) 625-2537

Work off Campus (Students)

Belle Glade--Glades Campus.....	(561) 992-6152
Boca Raton--South Campus	(561) 367-4629
Lake Worth--Central Campus	(561) 439-8056
Palm Beach Gardens--Eissey Campus.....	(561) 625-2560

Testing

Belle Glade--Glades Campus.....	(561) 992-6164
Boca Raton--South Campus	(561) 367-4534
Lake Worth--Central Campus	(561) 439-8053
Palm Beach Gardens--Eissey Campus.....	(561) 625-2557

Theatres

Belle Glade--Dolly Hand Theatre.....	(561) 992-6160
Lake Worth--Duncan Theatre	(561) 439-8141
Palm Beach Gardens--Eissey Theatre.....	(561) 625-2345

Tutoring

Belle Glade--Glades Campus	
CPI Lab	(561) 992-6175
Boca Raton--South Campus	
CPI Lab	(561) 367-4553
Lake Worth--Central Campus	
CPI Computer Lab	(561) 439-8223
CPI English Lab	(561) 357-1393
CPI Mathematics Lab	(561) 439-8048
CPI Reading Lab	(561) 439-8225
Palm Beach Gardens--Eissey Campus	
CPI English & Reading Lab	(561) 625-2517
CPI Math Lab	(561) 625-2515

Withdrawal from Courses and from College

Belle Glade--Glades Campus	(561) 992-3055
Boca Raton Campus --Registrar's Office....	(561) 367-4580
Lake Worth Campus --Registrar's Office....	(561) 439-8282
Palm Beach Gardens Campus --Registrar's Office.....	(561) 625-2410
District Registrar's Office --	(561) 439-8106

WORKFORCE PROGRAMS

Palm Beach Community College offers a comprehensive series of business, health, engineering and industrial related, home economics, distributive, public service, and other workforce programs. They are designed to fulfill the career education needs of the community's citizens and employers.

Workforce programs at Palm Beach Community College help prepare students who, at the end of a program of study, are planning to enter a chosen career at the semi-professional level. Not all of the career and technical education

Associate in Science and certificate programs listed below are available at each of the College's four campuses. However, the general education requirements and many of the elective, professional and other required courses are available at all campuses, as well as at selected off-campus centers and sites.

		CAMPUS				
		Programs	Central	Eissey	Glades	South
Accounting Operations	CT	X	X	X	X	X
Accounting Technology	AS	X				
Administrative Assistant	CT	X	X	X	X	X
Architectural Drafting	CT	X				
Automotive Service Management Technology	AS	X				
Auxiliary Police Recruit	CT	X				
Basic Standard Correction Officer	CT	X				
Basic Standard Police	CT	X				
Building Construction Technology	AS	X				
Business Administration and Management	AS	X	X	X	X	X
Child Development and Education	AS	X				X
Child Development Association (CDA)	CT	X	X	X	X	X
Computer Information Systems Analysis	AS	X	X	X	X	X
Commercial Art	CT	X				
Commercial Food	CT	X				
Criminal Justice Technology	AS	X				
Culinary Management	AS	X				
Customer Service Representative	CT	X	X	X	X	X
Dental Assisting	CT	X				
Dental Hygiene	AS	X				
Dietetic Technician	AS	X				
Drafting and Design Technology	AS	X				
Electrical Apprenticeship	CT	X				
Electrical Drafting	CT	X				
Electronic Engineering Technology	AS	X				
Electronic Technology	CT	X				
Emergency Medical Service Management	AS	X				
Emergency Medical Technician (EMT)	CT	X	X			
Environmental Horticulture	AS	X				
Film, TV, and Video Production & Equipment Operations	CT		X			
Film, TV, and Video Production Technology	AS		X			
Financial Services	AS	X				
Firefighter	CT	X				
Fire Science Technology	AS	X				
Graphic Arts Technology	AS	X				
Graphic Design	AS	X				
Hospitality Management	AS	X				
Human Services Technology	AS	X				
Industrial Management	AS	X				
Insurance	CT	X	X			X
Interior Design	AS	X				
Legal Assistant	AS	X	X			
Marketing Management	AS	X				
Mechanical Drafting	CT	X				
Medical Secretary	CT	X	X	X	X	X
Medical Transcription	CT	X	X	X	X	X
Nursing (RN)	AS	X				
Occupational Therapy Assistant	AS	X				
Office Systems Technology	AS	X				
Ornamental Horticulture	AS	X	X			
Paramedic	CT	X				
PC Support Services	CT	X	X	X	X	X
Plumbing Apprenticeship	CT	X				
Postal Service Management	AS	X				
Professional Pilot	AS	X				
Radiologic Technology	AS		X			
Real Estate	CT	X				
Recreation Technology	AS	X				
Respiratory Care Technology	AS		X			
Respiratory Therapy Technician	CT		X			
School Age Child Care	CT	X				X
Structural Drafting	CT	X				
Theatre and Entertainment Technology	AS	X				
Truck Driving Management	CT	X				

Note: AS indicates Associate in Science program; CT indicates certificate program.

CHAPTER 1 – GENERAL INFORMATION

HISTORY

Palm Beach Junior College became Florida's first public community college in 1933 as the result of a number of conferences among civic leaders led by Joe Youngblood, county superintendent of public schools, and Howell L. Watkins, principal of Palm Beach High School. In the beginning, it was a co-educational, day-student junior college with primary emphasis on preparation for upper-division work in colleges and universities. For the first 15 years, the College scheduled classes at Palm Beach High School, where Watkins served as dean of the College, as well as principal of the high school.

In February of 1948, under the leadership of its first president, John I. Leonard, the College moved to a 21-acre site at Morrison Field, which is now Palm Beach International Airport. In 1951, the College moved to the Lake Park Town Hall, where it carried on a curtailed program for five years.

The Palm Beach County Commission donated the College's present 114-acre Lake Worth site in 1956, and the Florida Legislature voted \$1,047,000 for buildings. It was at this time that the College began to build its first permanent campus.

In 1958, Mr. Leonard retired, and Dr. Harold C. Manor assumed the duties of president. Under Dr. Manor's leadership, the College experienced tremendous growth in enrollment, staff, course offerings and services. Additionally, many technical/vocational courses and programs were developed.

In 1965, the Board of Public Instruction merged Roosevelt Junior College with Palm Beach Junior College. The merger of this West Palm Beach institution, headed by Britton G. Sayles, brought its properties, students and six faculty members to Palm Beach Junior College.

In the early 1970s, attendance centers opened in Belle Glade, Boca Raton and northern Palm Beach County.

In the spring of 1971, selected courses for PBJC South were first offered on the Florida Atlantic University campus. A formalized agreement was enacted in fall of 1973, bringing the South Center into existence.

In June of 1976, ground breaking for the first buildings at PBJC Glades took place. Classes began in the new facility in January of 1978.

In 1978, after 21 years of outstanding leadership, Dr. Manor retired; and Dr. Edward M. Eisey became the College's third president.

Ground breaking for the first building at PBJC North, on a 108-acre campus on PGA Boulevard in Palm Beach Gardens, took place in July of 1980, and first-phase buildings were opened for use in June of 1982.

In the fall term of 1983, PBJC South used portable classroom buildings located on a site leased from Florida Atlantic University in Boca Raton. In 1986, state funding for the first permanent classroom building was provided.

In 1988, Palm Beach Junior College changed its name to Palm Beach Community College to reflect more accurately the broad scope of programs and services.

In 1996, Dr. Eisey announced plans to retire after 18 years as PBCC's CEO, and Dr. G. Tony Tate was named as president on an interim basis. Dr. Tate, PBCC's former vice president of administration and business affairs, had served the College for over 39 years. In May 1997, Dr. Dennis P. Gallon was named PBCC's fourth president.

PBCC's original site, which was part of Palm Beach High School in West Palm Beach is being used for classes in the downtown area.

Over the years, Palm Beach Community College built a reputation for quality education in Palm Beach County. The College offers associate in arts degrees and two-year Associate in Science degrees as well as certificate programs.

Presently, PBCC is expanding its education and training efforts in the field of workforce development. Additionally, the College's commitment to distance learning now includes courses on television and the Internet. In another move to keep pace with changing technologies, PBCC began offering telephone registration in 1997, and plans to offer Internet registration in the near future.

PHILOSOPHY

Palm Beach Community College provides quality education based on high academic standards and the needs of the people of Palm Beach County. Individual responsibility is highly valued, and each student is encouraged to utilize available resources to pursue academic and personal success.

MISSION

Palm Beach Community College holds as its highest priority an academic environment of excellence conducive to lifelong learning, where individuals can attain knowledge and develop the skills and attributes necessary to become effective citizens who meet the challenges of a dynamic, multicultural world.

Palm Beach Community College is a public, equal-access institution. Its mission is to provide:

- ◆ Academic programs that award an associate in arts degree which will permit transfer to upper-level institutions,
- ◆ Technical/vocational programs that award associate in science degrees and professional certificates leading to employment and/or further education,
- ◆ Courses and special programs to retrain and upgrade employment skills,
- ◆ Preparatory instruction for students needing academic development to succeed in college-level work,
- ◆ Career and Technical Education and community-service programs which address special education, community development and economic needs,
- ◆ Student support services that promote student performance and success,
- ◆ Business and planning/information services that support and supplement the instructional programs,
- ◆ Technological education and career-related programs to prepare students for the information age,
- ◆ Multicultural experiences within the College and the global community.

ACCREDITATION

Palm Beach Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate in arts and associate in science degrees.

Accreditation has also been granted by professional organizations for certain specific programs. This is noted in the *Catalog* on pages where the program is outlined. The absence of such a notation indicates that professional accreditation has neither been sought nor granted.

MEMBERSHIPS

The College is an active member of the American Association of Community Colleges and the Florida Association of Community Colleges, as well as other professional organizations.

PBCC FOUNDATION

The PBCC Foundation was established in 1973 to encourage, solicit, receive and administer gifts and bequests of property for scientific, educational, developmental and charitable purposes, all for the advancement of Palm Beach Community College and its objectives. All funds and property are subject to the limitations and conditions under which they are received; therefore, funds are restricted for specific uses. The Foundation works in conjunction with departments within the College and with various individuals and agencies within the community and the state.

The Foundation owns and operates the Museum of Contemporary Art, provides funding for Endowed Faculty Chairs and raises scholarship funds. Applications for scholarships are available on all campuses.

PALM BEACH COMMUNITY COLLEGE DISTRICT

Locations

Courses are offered at four campus locations and a variety of attendance centers located throughout Palm Beach County. Each campus offers general education courses; however, certain programs may be available at one location only.

Central Campus

The Central Campus, located on Congress Avenue in Lake Worth, is PBCC's largest and longest-established campus. It is bordered by beautiful Lake Osborne and John Prince Park, and has accommodated the educational needs of the community for over 39 years.

The 114-acre campus offers an extensive selection of majors leading to an associate in arts degree for those planning on transferring to universities, associate in science degrees and certificates for those pursuing technical fields and certificate programs. In addition, the campus offers a wide variety of non-credit classes through the continuing studies department. Among the many programs available at the Central Campus, nursing, paramedic, dental health, hospitality/food service, early childhood, criminal justice, plumbing and electrical apprenticeship, drafting, interior design, graphic design and real estate programs have attracted many students from the community as well as the nation.

The spacious Watson B. Duncan III Theatre serves as Central Campus' performing arts instructional facility and hosts a variety of cultural and entertainment events for the general public.

Panther Park, a new student apartment housing community that can accommodate over 600 individuals, is now available to students interested in walking or biking to and from the Central Campus.

Eissey Campus

The Palm Beach Community College Eissey Campus, located in Palm Beach Gardens, opened in 1982 as a permanent, full-time facility.

The associate in arts degree program, which transfers to all 10 state universities, has concentrations in many fields. The associate in science degree, for those planning to enter the work force, is available in



Central Campus Technology Center in Lake Worth

computer information systems technology; film, television and video technology; legal assisting; environmental horticulture; respiratory care; business and programs in Medical Imaging.

A 750-seat Edward M. Eissey Campus Theatre presents educational and cultural programs for the benefit of the College and the general public. The facility is also a training center for the campus theater program. The campus has a Career Resource Center, a Center for Personalized Instruction, state-of-the-art computer classrooms and laboratories, a 250-seat Alfred W. Meldon Lecture Hall and the Art Gallery.



Eissey Theatre at Palm Beach Gardens

CHAPTER 1 - GENERAL INFORMATION

Fabulous Glades Campus

Nestled on the banks of a small lake in Belle Glade, the Glades Campus opened in 1972. The permanent facility was built in 1977 and occupied in January 1978.

The campus offers comprehensive courses for college transfer to four-year institutions as well as vocational, technical and continuing education courses.

In addition, the 470 seat Dolly Hand Cultural Arts Center located on the Glades Campus, was completed in 1982 with the lobby being expanded in 1996. The theater offers a variety of cultural and entertainment performances, and it is available for rental by individuals and organizations for lectures and meetings.



Dolly Hand Cultural Arts Center at Belle Glade

South Campus

Since 1971, Palm Beach Community College has been serving the greater south Palm Beach County area from its campus in Boca Raton, conveniently located adjacent to Florida Atlantic University. Many students take advantage of the unique partnership between the two institutions to earn a baccalaureate degree at one location.

PBCC South Campus provides students with state-of-the-art classrooms and laboratory facilities, a gymnasium and fitness center and full-use privileges at the FAU library. Many of the award-winning faculty at South Campus have been recognized regionally and nationally for teaching and research excellence.

PBCC South offers classes for those seeking a college degree as well as those interested in non-credit courses. Career and Technical Education specializes in job training, upgrading of skills and personal enrichment workshops. At PBCC South Campus, you will find: small classes, flexible scheduling, personalized advisement, professional instruction, leading-edge computer training, dual enrollment with area high schools and FAU. Courses are taught using multimedia, interactive, and on-line instruction. The college of tomorrow is here today in Boca Raton.



Administration Building - South Campus in Boca Raton

CHAPTER 2 – STUDENT SERVICES

It is the desire of Palm Beach Community College to provide broad opportunities for the intellectual and cultural development of students in an atmosphere of order and respect. The Student Services office works in partnership with academic affairs and other components of the College in developing programs and activities to meet this end. Various student services are available on each campus, with the Vice President of Student Services giving district-wide leadership and direction in this area.

One condition of enrollment at the College is that the student maintains good deportment and is law-abiding. The Vice President of Student Services and campus provosts, with the assistance of the Deans of Student Services and other college personnel, are responsible for interpreting and enforcing school policies, rules and regulations that apply to students.

Listing of Student Services and Activities:

1. Academic Advisement
2. Admissions
3. Assemblies
4. Athletics
5. Career Planning
6. Clubs and Organizations
7. Counseling
8. Disability Support Services
9. Financial Aid
10. Health Services
11. Housing Listings
12. Information
13. Insurance
14. International
15. Intramurals
16. Job Placement
17. Lost & Found
18. Orientation
19. Placement Tests
20. Recruitment
21. Registration
22. Retention and Completion
23. Student Handbook
24. Student Publications
25. Testing Services
26. Veteran Affairs

ACADEMIC ADVISEMENT

On the Central Campus, arrangements for academic advising will be made for all Associate in Arts students. Associate in Science students will be advised by Program Advisors. On other campuses, students are advised by student services' counselors, advisors and program managers.

At orientation, advice and information will be given to the student regarding what subjects are necessary to pursue a certain major, as well as graduation requirements. During the school year, academic advisors will be available to assist students in working out academic programs.

Students are encouraged to maintain contact with academic advisors in order to be certain they are taking the courses necessary to graduate or transfer to their preferred university. Students bear the ultimate responsibility for course selection (also see the PBCC Website at www.pbcc.cc.fl.us).

ATHLETICS

The College has varsity intercollegiate athletic teams for women in basketball, volleyball and softball and for men in basketball and baseball. Membership in the Florida Junior College Conference and the National Junior College Athletic Association largely determines policies and procedures by which the athletics program operates. The program provides an opportunity for good competition, development of skills and experiences in self-discipline and cooperation for the highly skilled student. Students with disabilities are encouraged to try out for teams on which they might successfully participate.

CAREER PLANNING AND JOB PLACEMENT

Career Planning: These resources include career counselors, interactive computer programs, personality inventories, seminars, and career libraries documenting current trends in employment markets. Students get objective information about their interests, abilities, and values related to occupations. This information facilitates the decision of a career goal which in turn guides the choice of a college major leading to this goal. Career planning resources are available on all four campuses. Contact the Student Services Counseling office on each campus for the specific location and hours the career planning services are available.

Job Placement: A related resource to career planning is job placement. These services provide current listings of jobs in the local area. Both full and part time, the job listings reflect entry level opportunities for training programs offered here at PBCC as well as more general employment suited to students' schedules. Job Fairs are held throughout the year to bring employers face to face with student job seekers. Job Placement is one link in an employment referral network including PBCC faculty and the State Employment office. Job Placement services include developing strategies such as locating desirable "hidden" jobs; identifying attractive employers; capitalizing on trends in employment; resume writing to get an interview; and interviewing to get an offer of employment. Counseling, seminars, audio-visual, computer, and pamphlet resources are used to develop these techniques. Contact the Student Services Counseling office on each campus for the location and hours of these services (also see the PBCC Website at www.pbcc.cc.fl.us).

ELIGIBILITY TO USE THE COLLEGE'S CAREER CENTERS

1. Currently enrolled students in degree, certificate/PSAV programs, credit classes, non-credit professional development courses (i.e. insurance, real estate, security guard) and Crossroads Program Students.
2. Graduates of PBCC degree and PSAV certificate programs.
3. Prospective student* with applications and the appropriate test scores (FCELT* or TABE) on file. Note: Transfer students with appropriate test scores on file from previous institutions must pay the application fee in order to establish their eligibility.

Services for Non-students:

Non-students have two options to be eligible to use the Centers.

1. Complete an Academic Application and pay the \$20.00 application fee or,
2. Enroll in the Community Career Center program and pay the \$20.00 fee.

CHAPTER 2 - STUDENT SERVICES

Use of resources in the Center is allowed for the term or semester in which the person enrolls with one orientation/tour and one consultation with a counselor/advisor.

* If a prospective student does not enroll in the next upcoming semester or term, the Community Career Center fee would be required.

CLUBS AND ORGANIZATIONS

Student Government

Each of the campuses has a student government group: Student Government Association (SGA) on Central, Glades and South campuses; and Student Activity Committee on the Edward M. Eisey Campus. These groups are designed to provide guidance and direction to the student body, develop student programs and activities and promote student involvement, develop positive working relationships between various segments of the College and provide students with opportunities to develop and exercise leadership skills. Each government group elects an executive committee that does much of the planning for the organization. Students are encouraged to become active participants in the student government body. Contact your campus student services office for more information.

Student Organizations

Palm Beach Community College offers assistance in the formation and official recognition of clubs and other organizations of students, faculty and alumni who have interests in common. There are well-defined procedures for the establishment and sanctioning of a special interest group. A list of such groups now sanctioned is printed below.

Permission to Organize a Club

Belle Glade--Glades Campus.....	(561) 992-6151
Boca Raton--South Campus.....	(561) 367-4543
Lake Worth--Central Campus.....	(561) 439-8378
Palm Beach Gardens--Eisey Campus.....	(561) 625-2413

Glades Campus in Belle Glade

1. Florida African-American Student Association
2. Phi Theta Kappa (Honors Society)
3. Student Government Association
4. Chess Club (Fabulous Knight)

South Campus in Boca Raton

1. Black Student Association
2. Chess Club (Chesters)
3. Computer Club
4. Hillel
5. Martial Arts Club
6. National Education Club
7. Phi Theta Kappa (Honors Society)
8. Poetry Club
9. Political Forum
10. Psychology Honors Club
11. Spanish and Latin Student Association (SALSA)
12. Student Government Association

Central Campus in Lake Worth

1. Black Student Union
2. Cheerleaders
3. Collegiate Music Educators National Conference
4. Computer Club

5. Delta Epsilon Chi (Marketing Club)
6. Drama Club (PBCC Players)
7. Early Childhood Education
8. Performing Musical Groups:
 - Brass Ensemble
 - Concert Choir
 - Jazz Ensemble
 - Percussion Ensemble
 - String Ensemble
 - Woodwind Ensemble
9. Phi Theta Kappa (Honors Society)
10. Student Government Association
11. Student Nurses Association
12. Student American Dental Hygiene Association
13. Students of International Understanding

Eisey Campus in Palm Beach Gardens

1. Art Alliance
2. Brain Bowl
3. Christian Club
4. Circle K
5. Florida African-American Student Association
6. Horticulture Forum
7. Math Club
8. Northstage (Theater Club)
9. Phi Beta Lambda (Business Club)
10. Phi Theta Kappa (Honors Society)
11. Political Forum
12. Respiratory Care Club
13. Student Activities Committee
14. Students for International Understanding
15. Video Club

To hold office in a student organization, a student must have a minimum 2.0 grade point average at the beginning of his/her tenure of office and must achieve a minimum 2.0 average during each semester of his/her stay in office.

To be a member of the PTK honors society, a student must have at least a 3.2 average, and have earned at least 12 semester hours at PBCC.

DISABILITY SUPPORT SERVICES

Palm Beach Community College is committed to providing full access to all programs, services, and facilities for qualified individuals with disabilities as mandated by Section 504 of the Rehabilitation Act of 1973 and by the Americans with Disabilities Act of 1990.

Please be aware that services and accommodations are not automatic. It is the responsibility of the student or prospective student to notify the Disability Support Services office at his/her individual campus of the need for modifications and to provide appropriate written verification by a qualified professional in support of the disability claim. Services cannot be authorized until the documentation has been verified and the student has officially registered with the Disability Support Service (DSS) office.

This voluntary self-declaration procedure is independent from the admissions process itself, and all disability records are treated as confidential and kept separately in the DSS office.

Students with disabilities are, therefore, encouraged to meet with the disability service representative on their campus before registration. This advisor will assist with course selection, accommodation needs, and also will coordinate many other campus resources to best meet the educational needs of students with disabilities.

CHAPTER 2 – STUDENT SERVICES

Disability Services Contacts for Students with Disabilities:

Central Campus:	
Franklin Laborer	439-8054 (V/TTY)
Eissey Campus:	
Joanna Steffes	625-2428 (V/TTY)
South Campus:	
Susan Lang	367-4582 (V/TTY)
Glades Campus:	
Dr. Helen Franke	992-6166 (V/TTY)
College Wide-Coordinator	
Sandra Scritchfield	439-8382 (V/TTY)

LOST AND FOUND

Recovered lost articles may be claimed in the security office at the Central and Eissey campuses, in the registrar's office at the Glades Campus and in the Service Center at the South Campus.

STUDENT PUBLICATION

The Beachcomber, the College newspaper, is published bimonthly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography and business management. The Beachcomber has earned many state and national awards in recent years. The Beachcomber office is located on the Central Campus.

STUDENT HANDBOOK

All regulations and policies pertaining to student conduct are listed in the *Student Handbook*. Copies are available in the student services office on each campus.

HEALTH SERVICES

PBCC addresses the continuously changing health care needs of its College population with the Clinic which is housed in the Paul Glynn Building on the Lake Worth campus, and which is staffed by a part-time registered nurse. Clinic hours currently are Monday through Thursday from 9:00 a.m. to 1:00 p.m. (561-439-8066). Any changes in operating hours will be posted at the Clinic. Services available include non-emergency health care, treatment of minor injuries, referral services and the promotion of disease prevention and health-related information.

Additionally, though the clinic a range of services and activities is coordinated at each of the four campuses.

Acquired Immune Deficiency Syndrome (AIDS): AIDS is a terminal disease with no known cure. The underlying pathology of AIDS is a breakdown of the body's immune system. The greatest risk of becoming infected lies in the sharing of intravenous needles and syringes or exposure through intimate contact with someone who is HIV positive or has AIDS. There is no evidence that AIDS can be spread by casual contact. For further information about AIDS and how to safeguard yourself against this fatal disease, contact one of the student services counselors.

AIDS Policy: The College will allow students with Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC) or those testing positive for Human Immunodeficiency Virus (HIV) to participate in any student programs unless it can be demonstrated that such students are a direct threat to other students, employees or the general public.

If it is determined that a student who has AIDS, ARC or has tested HIV positive appears to pose a threat to other persons, the condition will be reviewed by a College committee consisting of the Vice

President of Student Services; two College employees in the health care field; and one other administrator, counselor or faculty member appointed by the president. The committee will review the facts and recommend to the president whether or not action should be taken. The committee will consider "reasonable accommodation" if it is determined that some type of action is required.

The committee will take reasonable measures to safeguard the confidentiality of medical records or other information it has obtained.

The Student Handbook will provide information related to AIDS education or specify where additional AIDS education may be obtained.

Measles Immunization: It is strongly recommended that all students under the age of 35 years, who have not had measles (rubella) or who were immunized for this disease before 1965, obtain measles immunization prior to attending college. Immunization can be obtained in the following Health Department clinics from 2 to 4 p.m., Monday through Friday:

Delray Beach
Lake Worth
Belle Glade
Riviera Beach
West Palm Beach

Accidents and Illness: All accidents should be reported to a College official immediately. In case of injury or illness, competent first aid should be sought immediately. Call the campus security or the office of Student Services or, if the situation warrants, call for paramedic emergency assistance by dialing 911.

HOUSING

Student housing is available at Panther Park, located at Second Avenue North, Lake Worth. The site is 1/4 mile north of Central Campus. The townhouse-style housing, consisting of four bedroom units, accommodates 640 students. Each unit is completely furnished and carpeted and has a living room, dining area, kitchen with all appliances, 2-1/2 baths, full-size washer and dryer.

One student occupies each bedroom on an individual lease basis. Phone jacks are in each bedroom and cable TV is available. A clubhouse, swimming pool and volleyball court are all on the premises. Housing is for students. Leases are available at the Panther Park Clubhouse. For further information, please call (561) 582-9100.

INSURANCE

Inasmuch as the College assumes no responsibility should an accident occur, students are encouraged to make sure they have adequate insurance to take care of any medical expenses they might incur. Student Health Insurance forms may be picked up from the Clinic at the Lake Worth campus or from the contact person in Counseling at the other three campuses. The College acts only as the dissemination point for these brochures. All arrangements for payment and claims are made between the student and the Insurance carrier. **Insurance is mandatory for all students on an F-1 visa.** Contact the international student office for more information.

INTRAMURAL AND RECREATIONAL ACTIVITIES

Intramural and recreational activities are sponsored by student services. These activities represent a broad selection of individual and team sports. Opportunities are available for students to participate in all phases of the intramural program, including planning and organizing, competing and officiating.

CHAPTER 2 – STUDENT SERVICES

TESTING SERVICES

Various testing programs for students are provided on each campus. A variety of national and state exams for students such as the CLEP, E-ACT, SAT-I, FCELP, CLAST, TABE, and CELT are administered. Application and information for these and other tests are available in the student services testing center on each campus. NOTE: A Photo ID is required for all testing services. See Chapter 4 for detailed Testing information. For testing fees see page 29.

VETERANS AFFAIRS

The College is state-approved for veterans training. Veterans and eligible dependents who plan to attend under any of the various veterans' training laws should apply through the veterans' section of the financial aid office.

Upon enrollment, veterans and veteran-dependents are required to pay all regular fees and charges just as other students; the exceptions are precertified Chapter 31 students (disabled vets under vocational rehabilitation). Any VA student may receive one deferment per academic year to pay his/her fees by completing the appropriate forms at the veterans section of the financial aid office. Veterans who choose to defer their fees and fail to pay by the due date will be treated as other students who fail to pay fees. Upon certification by the College and Veterans Administration, an educational allowance is paid monthly to the student for training time computed as follows in table 2-1.

Veterans Affairs

Time	Regular Term	Six-Week Term
Full	12 or more hrs.	4 or more hrs.
3/4	9-11 sem. hrs.	3 hrs.
1/2	6-8 sem. hrs.	2 hrs.
Fees Only	1-5 sem. hrs.	1 hrs.

Table 2-1

Students claiming benefits and eligible to receive a monthly benefit check should be prepared to meet their expenses in full for the first two or three months prior to receipt of their first VA check. When eligibility is established, checks usually arrive by the 10th of each month.

STANDARDS OF PROGRESS FOR VETERAN STUDENTS

Palm Beach Community College has established the following standards of progress for all veterans or eligible persons receiving VA benefits to comply with Veterans Administration regulations:

1. Complete academic records are maintained on each veteran who is certified as eligible for benefits under the public laws. The records must show continuous pursuit of a degree and the rate at which progress is being made. They include final grades in each subject for each term, record of withdrawal from any subject to include the last day of attendance for a course and record of enrollment in subjects from which there was a withdrawal.
2. Complete academic records are maintained on previous college-level academic training, and these records indicate the amount of credit accepted which proportionately shortens the training period. The record is cumulative in that it shows the results of each term of enrollment, subjects taken and grades earned.
3. A veteran or other eligible student will be subject to the attendance criteria covered elsewhere in this *Catalog*.

4. Policies relative to standards of conduct and progress required of the student are enforced. These include, but are not limited to, placing students on academic probation when their quality point average is below that indicated in table 2-2.

Standards of Progress for
Veteran Students

Semester Hours Attempted	Grade Point Avg.
1-14	1.4
15-27	1.6
28-45	1.8
46 and over	2.0

Table 2-2

5. If the appropriate quality point average has not been attained after one semester on probation, the Veterans Administration will be notified that the student is making unsatisfactory progress and that educational benefits should be discontinued. Notice of changes in enrollment status are also sent when a student withdraws during a term or changes status.
6. Unsatisfactory progress will be reported when a student accumulates punitive grades (F's) equivalent to more than the minimum number of credit hours considered to be full time (12).

It is the responsibility of the veteran to advise the veterans affairs office of any changes in status, i.e., address, withdrawal from class, etc. The coordinator of veterans affairs is located in the financial aid office.

STUDENT RETENTION AND COMPLETION

Information about student retention and completion in each of the academic programs is available to students in the Student Services offices and division chairpersons' offices. The availability of this information satisfies the federal requirement regarding dissemination of student consumer information.

RELIGIOUS OBSERVANCES POLICY

The College shall make reasonable accommodation in admissions, class attendance, scheduling of examinations and work assignments in regard to religious observances, practices and beliefs of individual students, as required by Florida law.

Students are required to make arrangements in writing with teachers and other appropriate College personnel at least one week prior to an anticipated religious observance.

A student who is denied accommodation may appeal in writing to the supervisor of the faculty or staff member who denied the request within 10 class days from the time of the denial. If the student is not satisfied with the determination at this level, an appeal may be made to the next level of academic management. To expedite the process, the maximum time period between all appeals and responses will be 10 class days.

The student may appeal to the Dean of Student Services for a committee hearing if the student is not satisfied with the results of the preceding steps. The committee, to be appointed by the Vice President of Student Services, will hear the facts and provide a recommendation to the Vice President of Student Services, whose decision on the matter shall be final.

CHAPTER 3 – FINANCIAL AID

The Office of Financial Aid at Palm Beach Community College aspires to help students secure the resources necessary to pursue a post-secondary education, while striving to control excessive educational indebtedness at the community college level. We are challenged to find a reasonable mix of family funds and student aid funds to assist with educational costs.

In our effort to accomplish this mission we:

- set departmental goals that reflect and support the goals and mission of our institution
- award aid to students according to financial need, as determined by federal methodology
- allow for flexibility in institutional policy to consider unusual circumstances, knowing that each student's financial situation is unique
- play a pro-active role for the purpose of providing an understanding of financial aid
- provide information to ensure that the student understands his or her rights and responsibilities
- offer guidance in financial and academic matters, especially as they relate to satisfactory academic progress
- serve students with sensitivity, courtesy, and timeliness
- facilitate student access and student success

Types of aid available at PBCC include grants, scholarships, work-study programs and student loans. Grants are awarded on the basis of financial need and do not have to be repaid. Scholarships do not have to be repaid and are awarded for various reasons including merit, talent and need. The work-study program allows students to earn money for their education through on-campus or community service jobs. Loans are available to parents and students and must be paid back according to the terms of the loan agreement. For detailed information on the financial aid programs offered at PBCC, please refer to the Panther Aid publication available in the student Financial Aid Office.

FINANCIAL AID APPLICATION

The Free Application for Federal Student Aid (FAFSA) is the first step in applying for all financial aid and is available through the student financial aid office on each campus. You only need to complete one FAFSA per academic year. Be sure to follow all instructions carefully as filling out this form right the first time will speed up the financial aid process. Assistance with completing the FAFSA is pro-

vided by the financial aid office on each campus. Students must fill out the FAFSA completely and mail it to the federal processor in the envelope provided. If you have Internet access, you can file a FAFSA at <http://www.fafsa.ed.gov>. The Financial Aid Office will use the results of this application to determine financial need and to disburse financial aid awards.

TRANSFER STUDENTS

Any student who is transferring to PBCC from any other school beyond high school must provide official transcripts from all other schools attended. The transcripts must be evaluated by PBCC before there can be an offer of financial aid.

EMERGENCY LOANS

Emergency Loans are available to assist students facing unexpected short-term financial difficulties. Loans will be approved for documented financial emergencies at the discretion of the Campus Financial Aid Coordinator. Students are limited to one Emergency Loan per semester up to a maximum of \$400. A two percent service charge will be collected upon repayment of the loan. Failure to repay the loan according to the specified terms may prohibit the student from receiving subsequent Emergency Loans from PBCC.

STUDENTS IN DEFAULT ON TITLE IV LOANS

Before a default hold will be lifted to send out a student academic transcript, a letter must be on file from the lender stating that the student has worked out a payment plan and is showing a good faith effort to pay the loan. In the case of lifting a default hold to allow a student to register at the College, the student must prove that they have made a good faith effort to repay the loan or evidence that it is in the best interest of the College, student and lender for the student to be allowed to continue at the College.

FINANCIAL AID FOR STUDENTS WITH DISABILITIES

Students with disabilities are eligible to apply for any and all forms of financial assistance that are available through the college. There are no programs, however, through either the Financial Aid Office or Disability Support Services, that are specifically for students with disabilities. The DSS office maintains a small list of specialized scholarships, but the list is very limited.

Students with documented disabilities may enroll in a less than full-time courseload as an academic adjustment to accommodate their disability under the Americans with Disabilities Act of 1990 and the regulations accompanying Section 504 of the Rehabilitation Act of 1973. Students are encouraged to discuss full-time courseload requirements with an academic advisor or student services counselor for their respective program. Additionally, the nature of the disability must warrant the adjustment. A financial aid counselor can determine how their aid will be affected by a reduced courseload.

Students should be aware that Federal law requires the Federal Pell Grant funds be prorated based on the number of credits taken, and that the student financial aid budget will also be reduced accordingly. In addition, under the Federal Stafford Loan Program, or to have a previous loan deferred, the student must take at least six credits.

Finally, students should be aware that, as always, eligibility for Financial Aid depends upon satisfactory academic progress.



CHAPTER 3 - FINANCIAL AID

STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID PROGRAM PARTICIPATION

According to Federal Regulations, students participating in any Federal Financial Aid Programs offered through Palm Beach Community College will be subject to the following Standards of Academic Progress. These Standards will also apply to State Programs. Calculation of these Standards will include all terms of enrollment regardless of whether the student was a Financial Aid recipient. *These Standards will be effective for all Financial Aid recipients as of the 1999 Fall term.*

REQUIRED MINIMUM STANDARDS

To be considered as making Satisfactory Academic Progress, the student must **maintain** the minimum *Cumulative Grade Point Average* (as shown in Table 3-1) and **earn** a minimum of 67% of their credit hours attempted (Audits, Failures & Repeats are included as attempts:)

Required Minimum Standards

Cumulative Hrs. Attempted	Cumulative Gr. Point Avg.
1-14	1.4
15-27	1.6
28-45	1.8
46-60	2.0
61-75	2.0
76-90	2.0

91 and up *no longer eligible to receive Financial Aid*
Table 3-1

Maximum Time Frame For Eligibility

Federal Regulations require that students complete their programs, in a period *no longer than 150%* of the published program length. AA degree seeking students will be eligible to participate in the Financial Aid Programs offered at PBCC until they have attempted 90 credit hours. AS degree and certificate seeking students will also be eligible until they have attempted 150% of the number of credit hours needed for their program as published in the *Palm Beach Community College Catalog*.

1. We will count all credits that appear on the student's transcript as cumulative hours attempted regardless of the grade received including transfer credits, CLEP hours, and repeated courses.
2. We will not include remedial course work (Prep classes or ESOL) when assessing these Standards. However, a student is eligible to receive financial aid for a maximum of 30 prep hours.
3. We will count all incomplete grades (grades of "I") as failing grades (grades of "F") until the Registrar's office posts the final grade on your transcript.
4. We will assess these Standards at the end of each term.
 - a. We will suspend all students who fail to meet the minimum standards from all federal and state financial aid program participation until they have achieved the appropriate GPA and earned the appropriate number of hours.
 - b. We will terminate all students who exceed the maximum time frame from all federal and state financial aid program participation at PBCC.

5. A student who is placed on financial aid suspension or termination will not be eligible to receive any Federal or State funding, including student loans. Students who are suspended must pay for their own classes until they have earned the minimum required GPA and hours. We will not reimburse students for the courses taken while on suspension.
6. It is the students' responsibility to request reinstatement of financial aid eligibility once they have achieved the minimum Standards.

APPEALS

Students may appeal their suspension or termination status based on the following mitigating circumstances:

1. Death in the family affecting the student's academic performance
2. Illness of the student or immediate family member having direct effect upon the student's academic record
3. Other extraordinary circumstances determined acceptable by the Financial Aid Office

These students must complete a Financial Aid Suspension/Termination Appeal Request form and submit it to their Campus Financial Aid Office. If denied, the student may pursue further review by the Financial Aid Committee.

Upon approval of a suspension appeal, we will reinstate the student's financial aid eligibility for one semester during which they must achieve the minimum Standards.

Upon approval of a termination appeal, the student must maintain a minimum 2.0 GPA and earn all credit hours attempted.

ADDITIONAL POLICY FOR WITHDRAWALS

Students who withdraw from college (all courses in a given term) while receiving financial aid will be subject to the Refund and Repayment Policy and may have to return funds. In addition, withdrawals affect the qualitative measure of progress and the time frame for degree completion listed above.

PRO-RATA REFUNDS

First-time students who are Title IV financial aid recipients that officially withdraw from all credit classes after the published drop/add period but not beyond 60 percent of the term for which they are charged shall be refunded on a pro-rata basis. For additional information, please refer to Title IV financial aid recipients under the refund section of the catalog. All refunds will be returned to the appropriate financial aid account.

ADMISSION CRITERIA

Candidates for admission who have graduated with a standard high school diploma from an approved Florida high school or who have a U.S. GED diploma will be accepted. Applicants from states other than Florida, who are graduates of out-of-state schools, which are accredited by their state universities and from any regionally accredited high schools, colleges, or universities, will be considered in accordance with current state statute. In accordance with Florida Statutes 232.246 and 232.02, Home School students may be considered for admissions. See Admissions Office for the necessary documentation. International student admission information on page 22.

ADMISSION PROCEDURES

Procedures for entering freshman students or undergraduate students transferring from another college or university are as follows:

1. Application

Complete the application form in detail and forward it to the admissions office at the designated campus you plan to attend. International applicants must be sent directly to the Central Campus. **Applications not complete will be returned.**

2. Application Fee

\$20 U.S. citizen. \$30 international, U.S. currency (F-1, I-20 students only). **Non-refundable.**

3. Transcripts

All final transcripts should be received prior to orientation and registration.

4. Placement Tests

Each first-time-in-college student and transfer student who has not successfully completed college-level math and/or English must furnish official test scores from the FCEPPT, E-ACT, SAT-I not older than 2 years prior to admission date. If you have not yet taken one of the placement tests listed above, contact the testing center on the campus where you will register.

5. Orientation

Orientation is required of all first-time-in-college degree seeking students before registration of classes.

6. Acceptance of Students

Upon completion of all forms and assuming eligibility, the applicant will receive an acceptance letter from the Admissions Office. Limited or selected admission programs require a second step in the admission process.

Any student falsifying application records will be subject to immediate dismissal without refund.

7. Non-Degree Forms

Students who have been admitted for credit course work may classify themselves as non-degree (credits will be granted for courses completed). The non-degree form may be used only in those cases where it is not necessary for the student's previous academic records to be on file. The non-degree form shall not be used with degree seeking, certificate-seeking students, students seeking any type of financial aid (social security, veteran benefits, federal grant scholarships, etc.), or by international students on an F-1 visa. Non-degree seeking students are not eligible for financial aid or to participate in campus organizations.

STATE HIGH SCHOOL EQUIVALENCY DIPLOMA

The General Education Development (GED) test is administered to students who are at least 18 years of age in the office of Adult Education (an official testing center for the State Department of Education). For PBCC, official transcripts must be sent directly from the GED testing center to the Admissions Office. Applicants who have passed the GED are given the same rights and privileges as a student with a high school diploma.

ADMISSION POLICIES

Palm Beach Community College does not discriminate on the basis of race, color, ethnic status, national origin, gender, marital status or disability in admissions, educational programs or other College programs and practices.

In order to maintain the College ideals of scholarship and deportment, the right is reserved to deny admission to applicants for any reason deemed sufficient. Decision on admission rests with the Registrar's Office.

One of the conditions for entrance into Palm Beach Community College is that the student gives his/her authorization for the College to release transcripts to governmental and educational institutions.

In accordance with Florida Statutes, no student will be admitted to Palm Beach Community College for a period of two years, who has previously been expelled from a college or university within a two-year period for unlawful possession, sale or use of a narcotic or for campus disruptions.

PLACEMENT TESTING (for chart see pg. 20)

All first-time-in-college, degree-seeking students must present scores from the Florida College Entry-Level Placement Test (FCEPPT) unless SAT I or ACT-E scores place student into college level coursework (see chart below). As shown on the following chart, higher scores place students into regular or advanced courses, while lower scores require students to be placed into college preparatory courses. Students placed into the college preparatory program will be allowed three attempts to complete each subject area.

Each advisor will use this information for placement of a student in mathematics, English, reading, or "Gordon Rule" writing classes.

1. The FCEPPT will be the test used in the initial placement of students in mathematics, English, reading, and "Gordon Rule" writing courses.
2. Each first-time-in-college student entering a credit program shall be tested for placement purposes.
3. Prospective students must take the FCEPPT. Application may be made at any high school guidance office or the Palm Beach Community College Testing Center. The student will bear the cost of the test.
4. Students who test into preparatory English or reading courses must complete Strategies for College Success (SLS 1501), during their first 12 hours of course work.
5. Students currently enrolled in a college preparatory course may not attempt to test out of that area after drop/add. Students must wait 30 days before retesting in a subject area.
6. Students who test into the college preparatory program shall begin taking college-preparatory courses during their first 12 semester hours of credit course work at the College and must continue to enroll in college preparatory courses until all preparatory requirements are completed. Students who test into college preparatory English cannot enroll in any Gordon

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Rule writing course, those who test into college preparatory mathematics cannot enroll in any course for which mathematics is a prerequisite, and those who test into college preparatory reading cannot enroll in any Gordon Rule course which requires college-level reading skills until the preparatory course(s) in the respective areas have been successfully completed.

- College preparatory courses in mathematics, English and reading shall be graded pass or no pass and will be three contact hours per week. ESOL college preparatory courses in English and reading shall be graded pass or no pass and will be three contact hours per week.
- Students whose primary language is not English, and who test into preparatory reading and/or English, are required to take ESOL preparatory courses.
- The entry-level test cutoff scores are determined by the Florida Commissioner of Education and the State Board of Education. In addition to the cutoff scores for college prep, scores for advising into other courses have been identified.
- Cutoff scores for placement in mathematics, English and reading courses shall be those given in the table 4-1. Students may register for a course lower than indicated by test scores but not in a higher one.
- College preparatory courses (ENC 0001 College Preparatory English I, ENC 0010 College Preparatory English II, MAT 0012 Basic Algebra I, MAT 0020 Basic Algebra II, REA 0001 College Preparatory Reading I, REA 0010 College Preparatory Reading II, ESL 0001 Speaking & Listening I, ESL 0002 Speaking & Listening II, ESL 0020 ESL Reading I, ESL 0021 ESL Reading II, ESL 0121 ESL Reading III, ESL 0040 ESL English I, ESL 0041 ESL English II, ESL 0181 ESL English III), if indicated through placement testing, must be completed in addition to all course requirements in the program you choose.

TEST OF ADULT BASIC EDUCATION (TABE)

The TABE is a state requirement for students entering adult vocational certificate programs of more than 180 contact hours.

HIGH SCHOOL DUAL ENROLLMENT

Dual enrollment is an opportunity for students presently attending an accredited Palm Beach County public or private high school to enroll tuition free concurrently in courses offered by Palm Beach Community College. Credits earned must be applied toward high school graduation.

Any Palm Beach County public or private high school student, in order to be eligible for participation in the dual enrollment program, must have:

- Completed his/her sophomore year.
- Achieved a weighted or unweighted GPA or HPA of 3.0 or higher. (NOTE: Students with a 2.5 GPA are eligible to take Strategies for College Success, SL5 1501).
- Satisfied any course prerequisites.
- Placement testing scores adequate for English or mathematics, when applicable.
- A recommendation and approval from parent and high school counselor or principal.
- An expressed intention to pursue a college degree.

Qualified students must obtain a dual enrollment permission

form from their high school guidance counselor. Home School students may obtain the form from the PBCC Registrar's Office or Dual Enrollment Coordinator. This completed form must be submitted to the registrar's office, along with a regular PBCC application form for admission. A new Dual Enrollment Permission form must be submitted for each term enrolled. After the form has been submitted, the student may then register for the PBCC courses offered at the high school site, or with special permission from the high school principal, courses offered on the College campus. Preparatory courses, physical education courses, courses less than 3 credits (unless a co-requisite), and duplicates of courses available at the high school level are not eligible for Dual Enrollment.

Students are responsible for their own transportation. Dual enrolled students are considered essentially high school students, and it is the responsibility of the student and his/her high school to ensure that requirements for graduation from high school are met. Students participating in these programs must maintain a 3.0 unweighted high school grade point average and must earn a grade of C or better in their college-level courses.

Dual enrolled students will not be permitted to participate in College clubs and organizations. They may participate in Honors courses, or Honors option contracts with 3.3 GPA.

EARLY ADMISSION

High school seniors meeting all the requirements for dual enrollment may, upon written recommendation of their high school principal, enroll full-time at Palm Beach Community College. Tuition Free credits earned during the early admission period must be used to satisfy graduation requirements from high school, with the high school principal determining how these credits are to be utilized. The student may be awarded a high school diploma with his/her regular class or as determined by the high school principal, provided that the student has completed two college semesters or equivalent with a normal class load and has maintained at least a C grade, or better in every college level course.

TRANSFER STUDENTS

A student is classified as a transfer student if he/she has previously registered at any other regionally accredited college or university, regardless of the amount of time spent in attendance or credit earned.

- Students who enter from other colleges or universities must request that official transcripts be sent directly to the College Registrars' Office from each college or university attended.
- The amount of credit allowed for a quarter, semester or term will not exceed the amount the student would have been permitted to earn during the same period of time at Palm Beach Community College.
- Palm Beach Community College accepts on transfer only those courses completed at other regionally accredited institutions with grades of D or higher. All courses on the transcript are considered in calculating grade point average for student standing and for meeting graduation requirements. D grades cannot be used in Areas I, II, III and V of General Education Requirements.
- Any student who has been suspended for disciplinary reasons at any college or university must be cleared for admission through the Admissions Appeals Committee.

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PLACEMENT TEST SCORES

COURSES	ACT ENHANCED	SAT I	Florida College Entry Level Placement Test FCELPT (CPT)
ESL 0020 - ESL Reading Level I *	*	*	0-54 (RC)
ESL 0021 - ESL Reading Level II	*	*	55-68 (RC)
ESL 0121 - ESL Reading Level III	*	*	69-82 (RC)
ESL 0040 - ESL English Level I *	*	*	0-54 (SS)
ESL 0041 - ESL English Level II	*	*	55-68 (SS)
ESL 0081 - ESL English Level	*	*	69-82 (SS)
ESL 0001 - ESL Speaking & Listening I	N/A	N/A	TBA
ESL 0002 - ESL Speaking & Listening II	N/A	N/A	TBA

* Students required to prove English proficiency may be placed into the continuing education ESL program

* Must take CPT if ACT/SAT scores do not place into college-level course

NOTE: Students whose primary language is not English, and who test into preparatory reading and/or English, are required to take ESOL preparatory courses.

REA 0001 - College Prep Reading I	*	*	0-60 (RC)
REA 0010 - College Prep Reading II	*	*	61-82 (RC)
ENC 0001 - College Prep English I	*	*	0-60 (SS)
ENC 0010 - College Prep English II	*	*	61-82 (SS)

* Must take CPT if ACT/SAT scores do not place into college-level course

ENC 1101 - College Composition I	16 & above (English)	420 & above (Verbal)	83 & above (both RC & SS)
ENC 1102 - College Composition II	27 & above (English)	600 & above (Verbal)	87 & above (both RC & SS)

MAT 0012 - Basic Algebra I	*	*	0-32 (EA)
MAT 0020 - Basic Algebra II	*	*	33-71 (EA)

* Must take CPT if ACT/SAT scores do not place into college-level course

MAT 1033 - Intermediate Algebra ✦ OR MGF 1202 - College Mathematics	17 & above (Math) or MAT 0020	440 & above (Math) or MAT 0020	72 & above (EA) or MAT 0020
MAC 1105 - College Algebra ✦✦ OR STA 2023 - Statistic ✦✦	18 & above (Math) or "C" or above in MAT 1033	450 or above (Math) or "C" or above in MAT 1033	72 & above (EA) and 44 & above (CLM) or "C" or above in MAT 1033
MAC 1114 - Trigonometry ✦✦ OR MAC 1140 - Precalculus ✦✦	22 & above (Math) or "C" or above in MAC 1105	480 & above (Math) or "C" or above in MAC 1105	72 & above (EA) and 75 & above (CLM) or "C" or above in MAC 1105
MAC 2233 - Survey of Calculus ✦✦	23 & above (Math) or "C" or above in MAC 1105 or MAC 1140 (preferred)	510 & above (Math) or "C" or above in MAC 1105 or MAC 1140 (preferred)	72 & above (EA) and 75 & above (CLM) or "C" or above in MAC 1105 or MAC 1140 (preferred)
MAC 2311 - Calculus & Analytic Geom. I ✦✦✦	28 & above (Math) or "C" or above in MAC 1114 & MAC 1140	560 & above (Math) or "C" above in MAC 1114 & MAC 1140	72 & above (EA) and 95 & above (CLM) or "C" above in MAC 1114 & MAC 1140

✦One year of High School Algebra is required

✦✦Two years of High School Algebra is required

✦✦✦High School Trigonometry is recommended

CHAPTER 4 - ADMISSIONS

TRANSFER CREDIT

Transfer credit may be accepted from degree-granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting agency. Provisions may be considered when an institution appeals the policy. However, should the quality of the educational program of the institution attended appear mediocre or unsatisfactory, the registrar has the prerogative not to accept all or any part of the previously earned credit. Students with college credit from outside the U.S. must have their documents evaluated by one of the approved commercial evaluating companies.

TRANSIENT STUDENTS

Students currently attending other colleges or universities who plan to enroll at Palm Beach Community College and transfer their credit back to their home institution must complete a Palm Beach Community College application form or, if they have previously been students at PBCC, a re-admission form. An official college transcript or a letter of good standing must be mailed directly to the Registrar's office. If the student wishes to continue attendance at Palm Beach Community College, he/she must complete Admissions requirements.

Transient students should be advised by their home colleges concerning recommended courses to be completed at Palm Beach Community College. International students must submit a written authorization from the International Student Office of their home institution.

READMITTED STUDENTS

A student who wishes to return to Palm Beach Community College for classes after an absence of one or more academic years should:

1. Complete a re-admission form from the office of the Registrar.
2. Send for additional forms or transcripts necessary to update admission records.

STUDENT RESIDENCE CLASSIFICATION

A student's residence classification is determined at the time of his/her first registration at Palm Beach Community College. Students may petition to reclassify their status after having their legal domicile in the state of Florida for 12 months. To change to resident student, a Residency Request Form must be submitted along with evidence of residency to the Registrar's Office prior to the first class meeting.

RESIDENT STUDENT

A student is considered to be a resident for tuition purposes when he/she (or, if a dependent, his parent(s) or legal guardian) has been a permanent resident of the state of Florida for at least 12 consecutive months preceding enrollment at Palm Beach Community College. Legal papers proving guardianship must accompany the application, when applicable. Final residence determination will be based on state guidelines and will be determined by the Registrar.

Students may be eligible for a waiver of out-of-state tuition if they qualify for one of the following exceptions. Documentation appropriate to the particular exception will be required.

1. Active duty members of the armed services of the United States stationed in Florida, their spouses and dependent children.

2. Full-time instructional and administrative personnel employed by Florida public schools, community colleges and institutions of higher education; their spouses and dependent children.
3. Students from Latin America and the Caribbean who receive scholarships from the federal or state government. The student must be enrolled on a full-time basis.
4. Full-time employees of state agencies or political subdivisions of the state when the fees are paid by the state agency or political subdivision for job-related law enforcement or corrections training.
5. A person who establishes legal residency in the state may be considered a resident for fee purposes if their spouse has already established 12 months legal domicile in the state.
6. A dependent child whose parent(s) has established residency in the state of Florida for a minimum of 12 months and who is divorced, separated or otherwise living apart shall be deemed to be a Florida resident for fee purposes regardless of which parent is entitled to claim the child for income tax purposes.
7. A person who has established 12 months residency in the state who later loses his/her residency may be considered a resident for fee purposes for 12 months after the point of abandonment.
8. A person who re-establishes his/her residency within 12 months after abandoning his/her residency is considered not to have lost residency. This is a one-time benefit.
9. Dependent children residing with a legal resident adult relative other than the parents for at least five years. Legal papers proving guardianship are required.
10. Qualified beneficiaries under the Florida Pre-Paid Post-Secondary Expense Program.
11. U.S. Citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.
12. Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities.

NOTE: Documentation appropriate to the particular exception will be required.

OUT-OF-STATE STUDENT

Unless a student (or, if a dependent, his parent(s) or legal guardian) has had his place of bona fide permanent residence in the state of Florida for at least 12 months immediately preceding his registration, and established certain legal ties to the state, he will be classified as an out-of-state student. Employees of the School Board of Palm Beach County or of Palm Beach Community College who are themselves students at PBCC and who wish to request a waiver of out-of-state tuition fees may obtain the proper form from the County Superintendent's office or from the College.

RESIDENT ALIEN AND OTHERS

Students who are permanent residents of the United States, refugees or parolees must provide appropriate immigration documents to support their status. To be considered a resident for fee purposes, they must also have established residence in the state of Florida 12 months immediately preceding the first day of class. F-1 visa students and others with non-immigrant visas cannot be considered for in-state residency.

INTERNATIONAL STUDENTS

Palm Beach Community College is authorized under federal law to enroll non-immigrant alien students. The College welcomes students from other countries who are able to meet certain requirements in addition to following the regular admissions procedures. Additional requirements for international students are:

1. The International applicant should start the admissions process at the earliest possible date prior to the beginning of any college semester. Three months lead time is recommended to assure enrollment as requested. International students who are unable to complete the required admission and registration procedures prior to the beginning of classes for the approved term of enrollment must wait for the next term to begin their studies at PBCC. Applications for international students will be accepted for the fall and spring 16 week terms **only** (August or January).
2. International transcripts must include certified English translations. Satisfactory academic and conduct records from comparable secondary or higher level educational institutions attended must be submitted. Records must show the equivalent to at least United States high school graduation. University-level transcripts must be accompanied by a course-by-course commercial evaluation from an accredited company.
3. International applicants whose native language is not English must present evidence of proficiency in speaking, writing and understanding the English language by submitting a score of 500 or higher on the Test of English as a Foreign Language (TOEFL) or 173 or higher on the computerized TOEFL. The TOEFL is administered by the ETS, the Education Testing Service, Princeton, New Jersey 08450, USA. The applicant must assume responsibility for making arrangements directly with ETS to take the examination and must request the results be sent to the International Student office at PBCC (PBCC TOEFL Code is #5531). A score of 70 on the MELAB (Michigan Test) will be accepted in lieu of the Test of English as a Foreign Language. A score of 110 on the Comprehensive English Language Test (CELT) administered by PBCC may be used to demonstrate proficiency in the English language.
4. Applicants must present a statement from a local sponsor indicating that they will assume responsibility for housing accommodations and transportation.
5. International student applications must provide an Affidavit of Support since students on student visas are required by law to have sufficient funds to cover all living expenses, tuition and fees for a minimum of one year. These funds must be available prior to the time the student registers for each term. No financial aid is available to international students, although limited funds are sometimes made available by local community organizations through the financial aid office.
6. International applicants transferring from any post-secondary institution must have at least a 2.0 GPA, be in status with immigration and be in good standing (i.e., eligible to continue at or return to their present institution).
7. Medical insurance is required of all international students and can be provided through the International Student office.
8. It is the student's responsibility to comply with all non-immigrant alien requirements from the United States Department of Justice, Immigration and Naturalization Service Laws and Regulations.

The following conditions apply:

- a. International students must maintain full-time academic status (12 hours both fall and winter semesters) and may not enroll as non-degree seeking students.
- b. International students are expected to complete the two-year program in two years and maintain at least a 2.0 GPA.
- c. International students must keep a current passport that is valid for at least six months into the future.
- d. International students must have travel documents reviewed by the international student advisor before leaving the USA.
- e. Employment is not permitted for F-1 visa students without meeting specific conditions and having permission from the U.S. Immigration Service.

Applicants will be notified by the International Student office of their acceptance and will then be provided with Form I-20 as required by the United States Immigration & Naturalization Service.

CREDIT BY EXAMINATION

College credit may be awarded for acceptable scores on the College Level Examination Program (CLEP), Advanced Placement (AP), or International Baccalaureate (IB). Students may not receive credit by examination for courses in areas where they have received college credit for more advanced work. CLEP, AP, or IB credits may not be applied toward grade forgiveness.

Students with official transcripts of acceptable scores issued directly to the college from the program in question may be awarded up to a maximum of 45 semester hours of credit.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Students may earn a maximum of twenty-one credit hours from the following general examinations: natural sciences, mathematics, humanities, social sciences and history. Additional credits may be earned through various subject examinations. CLEP credit may not be used to satisfy courses with Gordon Rule writing requirements.

Some colleges and universities do not allow credit for this program. It is the responsibility of the student to contact the institution to which he/she expects to transfer and determine the acceptability of this credit.

ADVANCED PLACEMENT (AP)

It is the policy of Palm Beach Community College to grant college credit to a student who presents a score of 3, 4 or 5 on one or more of the advanced placement program examinations of the College Entrance Examination Board. To be eligible for credit, the examination must be taken prior to enrollment in college. Credit granted by Palm Beach Community College is transferable to participating Florida institutions of higher education.

INTERNATIONAL BACCALAUREATE (IB)

PBCC grants college credit to a student who has received the IB Diploma from the International Baccalaureate program for higher level and subsidiary level subjects with scores of 4 or above, up to a maximum of 30 semester hours. For those students who have the IB Certificate only, college credit will be awarded for higher level subjects with scores of 5 or above.

DEPARTMENTAL AND SPECIAL COURSE EXAMINATIONS

Students who have been admitted to the College may take, when available, special credit course examinations. Any credit earned will

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be reported to the student but will not be placed on his/her transcript until after the student has registered for that course. Institutional challenge exams may not be taken more than once. If the student drops during drop/add, the credit will not be granted.

MILITARY SERVICE CREDITS

PBCC grants credit for United States Armed Forces Institute (USAFI) and College Level Examination Program (CLEP). Credit is not granted for USAFI high school or college level General Education Development Tests. However, students may use the USAFI GED for admission.

STUDENTS WITH DISABILITIES SUBSTITUTION

Eligible students with disabilities as defined by State Board of Community Colleges Rule 6A-10.041 shall be considered for reasonable substitution with regard to admission and graduation requirements, provided that the inability to fulfill the course requirements is due directly to the disability and that appropriate accommodations will not result in success.

The Academic Substitution Committee, consisting of a student services administrator, academic affairs administrator, a disabilities services advisor and two other professional personnel, reviews substitution requests, identifies reasonable substitutions and makes substitution decisions on an individual basis.

NON-DISCRIMINATORY POLICY

Palm Beach Community College does not discriminate on the basis of race, color, ethnic status, national origin, gender, marital status or disability in admissions, educational programs or other College programs and practices.

However, the College reserves the right to deny admission to applicants who fail to meet established standards of scholarship or

deportment. Applicants who are initially denied admission may appeal to the Admissions Appeals Committee, chaired by the Vice President of Student Services.

In accordance with Florida Statutes, no student will be admitted to Palm Beach Community College for a period of two years following expulsion from a college or university for unlawful possession, sale or use of narcotic drugs, or for campus disruption.

The College District Equity Coordinator is located in the Office of Human Resources, 4200 Congress Avenue, Lake Worth, Florida 33461-4796, phone number (561) 439-8018. Responsibilities include all areas of discrimination or alleged discrimination of protected classes.

RELEASE OF TRANSCRIPTS

Upon admission to the college, the student authorizes the College to release transcripts to governmental and educational agencies as appropriate. Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated. Transcript request must be made either in person or in writing. Telephone requests will **NOT** be honored.

SPECIALIZED AND LIMITED ACCESS PROGRAMS

All students must complete the steps listed under Admission Procedures. Additional requirements for certain specialized programs are listed in the programs section of this *Catalog*. Requirements must be completed before admission to the College.

CHAPTER 5 - ACADEMIC POLICY

CLASS ATTENDANCE

Students are expected to attend all courses and course activities for which they are registered. Any class meeting missed, regardless of cause, reduces the opportunity of learning and may adversely affect a student's achievement in the course. Students are required to attend at least 90 percent of the class meetings to receive credit for a course. An accurate record of attendance will be kept for each class. If a student misses one third or more of a class session, the student will be counted absent. Three tardies will be counted as one absence.

Students, when officially representing the College, such as on a field trip, shall not be counted absent, provided their instructors are given prior notification and any missed assignments are subsequently completed to each instructor's satisfaction.

Students will be granted excused absences in the case of a substantiated emergency such as a confining illness, a serious accident or the death of an immediate relative. Instructors will decide on the validity of the excuses and provide opportunities for students to complete any required make-up work. Students are responsible for immediately informing their instructors when they must miss class sessions for emergency reasons.

WITHDRAWAL/AUDIT

Instructors may give a non-punitive WX grade for excessive absences (absent from 10 percent or more of the class meetings) for up to 60 percent of the course term. No WX grades shall be given after 60 percent of the course term has elapsed. Courses taken for audit are subject to the same attendance criteria; however, instructors may assign a grade of XW for excessive absences at any time throughout the term. **Note: Upon the third attempt of a course, a withdrawal (student or instructor) will not be permitted and the student will receive a grade for the course.**

It is the responsibility of the student to file a complete official withdrawal form with the Registrar's Office when withdrawing from a course or from the College.

Students may withdraw from class or change from credit to audit by submitting the required form to the registrar's office prior to the deadline. Most of the deadline dates are published in the College Catalog. Normally, these dates are the end of the 10th week of the fall and winter terms, and the end of the fourth week of each of the summer terms. In cases of courses with non-standard beginning or ending dates, the withdrawal and audit deadline is at the end of 60 percent of the course term. Courses taken in Fall 1997 or later will be permitted a maximum of two withdrawals per course. **Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.** Students with questions about withdrawal and audit deadlines should contact their academic advisor or instructor. Official withdrawal or audit forms should be filed in a timely manner with the Registrar's Office. During regular semesters, international students are required to be enrolled full-time in courses for which they will receive grades. International students must get authorization from the International Student Counselor before auditing or withdrawing from class.

CHANGE-OF-GRADE PROCEDURE

An instructor's change of grade (other than incomplete grades) for a course taught in the fall term must be completed before the end of the following spring term. Any grade changes for classes taught in the spring term or either of the summer terms must be completed before the end of the following fall term.

ABSENCE FROM EXAMINATIONS

Absence for an announced examination will count as a failure on that examination unless it was for an emergency excused by the instructor and a make-up examination is taken later. In the event that the student disagrees with the determination of the instructor, the academic grievance procedure will be followed.

A student who fails to make arrangements within five days after returning to class loses make-up privileges, and the resulting grade is determined by the instructor. If the absence occurs at the end of a term, the make-up examination must be taken within 30 calendar days after the first scheduled day of classes in the subsequent fall or spring term. It is the responsibility of the student to contact the instructor for permission to make up the test. Failure to do so will result in an "F" for the examination.

Contact the Student Services Office on the respective campus for further information or see the Student Handbook.

GRADING

Grading System

The following grading system is used at Palm Beach Community College:

- A - Excellent
- B - Good
- C - Fair
- D - Poor but Passing
- F - Failure
- L - Instructor Grade Late
- N - No Pass
- P - Pass
- I - Incomplete¹
- W - Withdrew
- X-Audit
- NC-Non-credit Course
- WX-Withdrawn for Excessive Absences
- XW-Withdrawn for Excessive Absences from Audit Course

Grade Point Average

The cumulative grade point average (GPA) is determined by dividing the total quality points earned by the total semester hours attempted (including all transfer credit). Quality points are assigned as follows: A, 4 quality points per credit hour; B, 3 quality points per credit hour; C, 2 quality points per credit hour; and D, 1 quality point per credit hour. Only the last attempt of a repeated course will be used in computing the grade point average, however, all grades appear on the student's transcript. **The PBCC grade point average** is determined by dividing the total quality points earned at PBCC by the total semester hours attempted at PBCC. **The term grade point average** is determined by dividing the total quality points earned during a term by the total semester hours attempted during that term.

Grade Reports

Grade reports are available to students at the end of the term. It is the responsibility of the student to notify the registrar's office of any address changes.

Incomplete Grades

Incomplete grades are automatically changed to F if not made up within 30 calendar days after classes begin in the subsequent fall or spring term.

¹ See following section regarding incomplete grades.

CHAPTER 5 – ACADEMIC POLICY

President's List

At the end of fall and spring terms, any student carrying a full academic load (excluding institutional credit) and earning a grade point average of 3.8 or higher will be placed on the President's List. At the end of spring term, any part-time student who has accumulated 12 or more semester hours credit during the combined fall and spring terms with a grade point average of 3.8 or higher will be placed on the President's List. Only credits earned at Palm Beach Community College will be considered in the calculations.

Dean's List

At the end of fall and spring terms, any student carrying a full academic load (excluding institutional credit) and earning a grade point average of 3.20 to 3.79 will be placed on the Dean's List. At the end of spring term, any part-time student who has accumulated 12 or more semester hours credit during the combined fall and winter terms with a grade point average of 3.20 to 3.79 will be placed on the Dean's List. Only credits earned at Palm Beach Community College will be considered in the calculations.

Academic Probation

Palm Beach Community College requires each student to maintain reasonable academic progress. Any student not maintaining the following standards of progress will be placed on academic probation. Probation will be continued as long as the student fails to achieve the standard set for the number of hours attempted. Students on Academic Probation are encouraged to meet with an Academic Advisor/Counselor.

STANDARDS OF PROGRESS

Cumulative Quality Point Average of:

- ◆ 1.4 or better for 1-14 semester hours attempted
- ◆ 1.6 or better for 15-27 semester hours attempted
- ◆ 1.8 or better for 28-45 semester hours attempted
- ◆ 2.0 or better for over 45 semester hours attempted

Probation will be calculated at the end of each school term (both summer terms will be considered as one term).

Any student on academic probation will be limited in course load to a maximum of 12 semester hours during the fall and spring terms and four semester hours during either of the summer terms.

A committee on probation will be appointed by the College president to hear any appeal cases.

SUSPENSION OR EXCLUSION

PBCC does not suspend or exclude students for academic reasons, unless dictated by the conditions of their admission.

GENERAL ACADEMIC POLICIES**Student Conduct**

College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize that the responsibility for their success in college rests largely upon themselves. Policies and regulations of the College are formulated by the PBCC District Board of Trustees, administration and the faculty of the College. Each student, by the act of registering, is obligated to obey rules and regulations formulated by the College. The Student Code of Conduct is published in the *Student Handbook*.

Security of Student Records**1. Inspection of Records**

- a. Eligible Persons

In compliance with the Family Educational Rights and Privacy Act (the Buckley Amendment), the student records at PBCC (located in the office of the registrar) are open for inspection only by the student and as per paragraph #99.31 of the Buckley Amendment:

- (1) School officials who have legitimate educational interests.
- (2) State educational authorities.
- (3) Federal and state officials representing state or federal programs.
- (4) Persons having written authorization for release.
- (5) Officials in compliance with judicial orders.

b. Viewing the Record

- (1) Permanent records are never permitted out of the office of the registrar.
- (2) Students may view their records at the counter in the presence of office personnel.
- (3) Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated.

2. Release of Records**a. Copies of material in record**

- (1) Transcripts are released only upon written consent of the student.
- (2) A \$3 fee for each transcript issued must accompany each request. Fax services are available for an additional charge.
- (3) If a student cannot have access to the record (i.e., lives too far away), copies may be made and the fee schedule for transcripts (a.2) will be applied (As per paragraph #99.11 of the Buckley Amendment).

b. The Privacy Act classifies the following as "Directory Information" which may be released without the student's consent, unless the student has specifically requested that some or all of the information not be released:

- (1) Dates of attendance.
- (2) Major field of study.
- (3) Weight and height of members of athletic teams.
- (4) Degrees and awards received.
- (5) Educational institution attended.

A student must submit to the registrar's office a written notice stating which of the above items are not to be released to the general public.

c. Palm Beach Community College forwards educational records on request to a school in which a student seeks or intends to enroll.**3. Appeal Process**

- a. If a student feels that there is an error in the permanent record, the student should contact the office of the registrar to arrange for a hearing.
- b. A hearing will be conducted accordingly as per paragraph #99.22 of the Buckley Amendment.
 - (1) The hearing will be within a reasonable period of time after the request is received.

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- (2) The student shall be given notice of date, place and time reasonably in advance.
- (3) A written decision shall be made by the educational institution within a reasonable period of time after the hearing. The written decision and summary shall be based on evidence presented and reasons for the decision.

Unpaid Accounts

Unpaid student accounts will be considered cause for cancellation of registration, graduation, granting of credit or release of transcript.

Prerequisites

A student who wishes to register for any course for which the prerequisites have not been completed must consult with the chairperson of the division offering the course. The chairperson may make the decision to require the student to take the prerequisite from the course, move the student to the prerequisite course, or allow the student to remain in the course.

Students may not enroll for credit in a course (or prerequisite) for which they have successfully completed a higher level course in the same logical sequence. However, students who may need to refresh their skills may register for audit in the lower level course.

Regulation Changes

Any statement in this *Catalog* is subject to change by the Administrative Committee of the College.

Repeated Courses and Academic Average

Effective fall 1997, only courses for which a grade of D or F was earned or withdrawals may be repeated. A student will be permitted a maximum of three (3) attempts per course. Attempts include the original grade, repeat of course grades, and withdrawals (student or instructor). **Upon the third attempt of a course, a withdrawal will not be permitted and the student will receive the grade earned.** This grade will be used in quality point average computation. *Note: Students will be assessed the full cost of instruction (out-of-state tuition), beginning with the second attempt for college preparatory courses and third attempt for college credit courses.*

The forgiveness policy pertains only up to the time of the awarding of degree and does not extend beyond that time. No challenge examination (institutional, CLEP, AP, etc.) may be used to forgive a grade. Institutions to which subsequent transfer is made may not necessarily honor this policy.

Total Course Attempts

As of fall term 1997 or later students may have only three (3) attempts per course which includes the original grade, repeat grades, and withdrawals at any point in the semester. All grades from the third and subsequent attempts will be calculated in the grade point average. A fourth attempt may be allowed only through the academic appeals process based on major extenuating circumstances. *Note: Students will be assessed the full cost of instruction (out-of-state tuition), beginning with the second attempt for college preparatory courses and third attempt for college credit courses.*

Correspondence Courses

A maximum of 15 semester hours of correspondence credit may be accepted provided:

1. The course was administered by a regionally accredited institution.
2. The minimum grade C was earned.

3. The credit is acceptable by the institution offering the correspondence course toward one of its own degrees.

Palm Beach Community College does not offer correspondence courses.

Freshmen and Sophomores

A student is considered a sophomore when the student has completed 24 semester hours of credit, regardless of the number of terms the student has been in attendance. Until 24 hours of credit is complete, the student is a freshman.

Full-Time Student

A student is considered a full-time student when enrolled in 12 or more semester hours of credit. A summer term student must enroll in four semester hours in each six-week term to be considered full-time during that term. Although audit and preparatory courses carry no credit, they are counted toward the student's enrollment status. When determining a student's enrollment status for Selective Service deferment or Veterans Administration benefits, noncredit subjects cannot be counted but must be taken in addition to the required number of credit hours. Institutional credits (i.e., college preparatory classes) are included when determining a student's enrollment status.

Note: Enrollment status may be defined differently for financial aid recipients.

Student Course Load

Most students are not permitted to enroll in more than 18 semester hours in a 16-week term. However, a student who has at least a 3.2 cumulative average may enroll in a maximum of 21 semester hours during the fall or spring term and nine semester hours during summer A or summer B term.

Audit

A student may be admitted to certain courses on an audit basis with the completed request form. These courses exclude all college preparatory courses, courses under a selected admission program, and courses taken by a dual enrolled student. Students auditing a course must attend class, but are not required to take tests and examinations. No audit students may change their registration to seek credit in any course in which they are enrolled. Tuition and all special fees apply. An instructor may withdraw (XW) an audit student for non-attendance.

COLLEGE LEVEL ACADEMIC SKILLS TEST.

The College Level Academic Skills Test (CLAST) is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level. The test is required by Florida Statutes and the State Board of Education.

Students seeking associate in arts or baccalaureate degrees are eligible to register for the CLAST provided the following criteria have been met:

1. At least 18 semester hours of college level course work have been completed satisfactorily
2. The AA general education requirements in English composition and Gordon Rule mathematics have been met
3. The student has achieved a grade point average of 2.5 and/or has passed the CLAST Review course.

All students completing associate in arts degree programs and associate in science degree programs who are seeking admission to upper-division programs in a state university in Florida, as well as

CHAPTER 5 - ACADEMIC POLICY

university students who are completing their sophomore year, must take this test. Students who do not take and pass this test will not be awarded the associate in arts degree. Admission to a state university may be afforded students who do not meet the minimum standard in only one part of this four-part exam.

The CLAST requirements also apply to students transferring to state universities in Florida from private colleges in Florida and from out-of-state colleges. All students graduating after August 1, 1984, must meet the standard scores established by the State Board of Education; (See Table 5-1)

Retakes

Students may not retake any subtest of the CLAST for which they already have a passing score. Students who have met the eligibility requirements as stated and who fail one or more parts of the CLAST will be required to complete additional course work or remediation approved by the campus academic dean in order to be eligible for a retake of any subtest of the CLAST.

Exemptions

Beginning January 1, 1996, students who have achieved passing scores on the FCELP and have a cumulative GPA of 2.5 in specified college-level courses as identified by the Florida Postsecondary Education Planning Commission may be exempt from some or all of the CLAST requirements.

GRADUATION REQUIREMENTS

General requirements for graduation from Palm Beach Community College must be met by all students, without regard to the degree to be granted. **Final responsibility for meeting the requirements for graduation for either the Associate in Arts degree or the Associate in Science degree rests with the student.**

Students who have maintained continuous enrollment have the option of graduating under either the catalog in effect at the time they enter the College or the catalog effective at the time they complete requirements for a degree; however, if their attendance is interrupted by more than one academic year, they must graduate under the catalog effective when they are readmitted. Continuous enrollment may be maintained by enrollment in a minimum of one term per academic year.

1. The articulation agreement between Florida colleges and universities states that after August 31, 1972, students receiving an AA degree must have 60 semester hours of academic work exclusive of occupational courses including General Education certification of an approved program of not less than 36 semester hours.
2. All students must earn at least 15 credits at PBCC. Neither transfer nor CLEP credits satisfy this residence requirement. Dates for the final application for graduation are listed in the College calendar in the *Catalog*. It is the responsibility of the student to apply before the deadline.
3. A cumulative grade point average of not less than 2.0 or C must be achieved for all work attempted by all students and a 2.0 cumulative grade point average for all work at PBCC.

All students must have a minimum of 2.0 cumulative GPA for all courses attempted in order for them to be awarded a program certificate.

CLAST REQUIREMENTS

	Reading	Writing	Computation	Essay*
Aug. 1, 1984 to July 31, 1986	260	265	260	4
Aug. 1, 1986 to July 31, 1989	270	270	275	4
Aug. 1, 1989 to Sept. 30, 1991	295	295	285	4
Oct. 1, 1991 to Sept. 30, 1992	295	295	290	5
Oct. 1, 1992 and thereafter	295	295	295	6

Table 5-1

*In October 1991, the essay scoring scale was revised. A score of 5 on the revised scale is equivalent to a score of 4 on the former scale. A student is required to meet the minimum standards on all four subtests in effect at the time he/she initially takes the test.

4. The health course general education requirement may be met by HSC 2100 (formerly HSC 2200), Health Concepts and Strategies. This general education requirement may also be met by satisfactorily passing the Departmental Health Knowledge Test. All students become eligible to take this exam by paying the current administering fee.
5. Students must make formal application for graduation in Student Services.
6. Participation in graduation exercises is expected of all graduates who are eligible for graduation.
7. General education requirements are specified under the associate in science and associate in arts sections. Completion of general education requirements cannot be certified until all other requirements of the degree have been met.
8. To obtain full benefits of articulation agreements between Palm Beach Community College and the Florida State University System, a student must fulfill all graduation requirements for an associate in arts (AA) degree.
9. Any student who is granted college credits for courses, or experiences in settings other than college level, will not be granted the credits until 15 college credits have been taken at PBCC. Credit by examination will not be considered to accrue toward the 15 college credits.
10. Graduation with an associate in arts degree requires passing all four sections of CLAST or qualification for one of the exemptions. Passing scores will be announced by the state of Florida each year. Responsibility for taking and passing the CLAST rests with the student.
11. Students who graduate with a 3.2 overall GPA, or higher, will be noted in the Commencement Bulletin as graduating with *Academic Distinction*.
12. Students who graduate with a minimum overall cumulative GPA of at least 3.2, 12 hours of Honors Courses or Honors Option Contracts completed, and apply for Honors Graduation, will be designated as Honors Program Graduates and will receive the following recognition:
 - a. Honors Program Graduate notation on Commencement Bulletin (H).
 - b. Honors Program Graduate Gold Seal on diploma
 - c. Honors Program Graduate notation on transcript
 - d. Honors Program Graduate Medallion to be worn at Commencement.

CHAPTER 6 – TUITION AND FEES

All fees are due at the time of registration. No registration will be completed until all matriculation fees, tuition fees and miscellaneous fees have been paid in full. A student may not attend classes until this has been completed. A student will be withdrawn from classes if the student's check is returned unpaid. If a student has had a returned check, he/she will be required to pay all future fees by cash, money order or certified check. Personal checks may be accepted for the amount of fees due. It is suggested that each student bring two checks to registration: one for registration and one which may be used to purchase books and supplies. **All fees are subject to change by action of the PBCC Board of Trustees.**

BASIC FEE SCHEDULE

Student fees at Palm Beach Community College have been established by the Board of Trustees effective as follows:

Application & Registration Fees

Fee - non-refundable

Application Processing Fee	\$20.00
Application Processing Fee for International Students	\$30.00
Registration Fee	\$5.00
(one time per term)	

Tuition Fees

Per Semester Hours
All Terms

In-State Student (Florida residents)	*\$44.34
Out-of-State Student (Non-Florida resident)	*\$165.09

*Fees Subject to Change

Application Fees for Limited Access Programs

Dental Hygiene	\$20.00
Occupational Therapy	\$20.00
Nursing	\$20.00
Radiography	\$20.00
Sonography	\$20.00
Respiratory Care	\$20.00
Dental Assisting	\$10.00
Paramedic	\$10.00

NOTE

Special fees are assessed in addition to the basic fee schedule and are subject to change. These fee amounts are printed in the schedule of classes.

Special fees may vary from campus to campus.

SPECIAL FEES

Special fees are assessed in addition to the basic fee schedule. Special fees may vary from campus to campus.

Applied Music Fees

All applied music courses require special fees.

Applied music courses are numbered MV, and may be MVB (Brass), MVK (Keyboard), MVP (Percussion), MVS (Strings), MVV (Voice) or MVW (Woodwinds).

Applied Music Fees

Class Instruction	Fee
2 hours weekly	\$40.00
Private Instruction	Fee
1 hr. weekly, 2 semester hrs. credit, fall, winter terms	\$100.00
1-1 1/2 hrs. weekly, 1 semester hr. credit, spring, summer terms	\$50.00

Center For Early Learning Fees

Philosophically, the Center for Early Learning is Montessori-based. The staff believes that each child is unique and learns best through his/her interactions with the environment. The classroom and curriculum are designed to encourage each child to move freely and make choices, to interact with one another, to work-play with developmentally appropriate materials and to use adults as resources and partners in learning. It is through the child's work-play that he/she will gain the skills and confidence necessary to become an independent learner with understanding, based on experiences, of the world in which he/she lives.

1. The non-refundable registration fee of \$25 is to be paid by the parents of the student prior to enrollment each term.
2. The enrollment fee is \$40 per week for each child. Included in this fee is a \$1.25 per week charge for snacks.

Television Course Fees

All courses offered by television will have a special fee.

Delinquent Accounts (Including Returned Checks)

Returned Check Fee\$20.00
(Or five percent of check, whichever is greater).

Any student who has a delinquent account shall be notified.

If the delinquency is not cleared within the time period specified, the office of Student Services will inform the student that he/she has been placed on disciplinary probation, suspended from class attendance, subject to immediate suspension from College and have all academic records frozen until the account is cleared.

CHAPTER 6 - TUITION AND FEES

Dental Hygiene Clinic Fees

Cleaning and X-rays:	
Employees and students	\$5.00
Anyone off-campus over 18 years of age	\$15.00
Anyone off-campus under 18 years of age	\$10.00

X-rays only:	
Employees and students	\$3.00
Anyone off-campus over 18 years of age	\$8.00
Anyone off-campus under 18 years of age	\$5.00

Examination Fees

Variable fees are charged for some exams.

Examination Fees

Examination	Fee
Final Make-Up Exam	\$ 5.00
Department and Special Course Exam	Current Admin. Fee
Special Announced Make-up Exam	\$ 5.00
FCELPT	\$15.00
TABE	\$10.00
CELT	\$20.00

Liability

Liability Insurance Fee\$25.00
Required in certain courses where the student is providing a service to the public. Payable once per calendar year.

Library Fees

If a book is lost, the student responsible must pay the acquisition price of that book. For an overdue book, the charge is \$.05 a day per school day, excluding weekends. Students will be charged up to the acquisition price of the book.

Other Individual Program Costs

Students enrolled in Dental Assisting, Dental Hygiene, Nursing, Paramedic, Mental Health Technology, Occupational Therapy Assisting, Radiography, Respiratory Therapy and Sonography must purchase approved insurance and provide the transportation to the agencies for clinical experience. Most of these students must purchase approved uniforms and/or special kits as required.

Art, Engineering, Drawing and Drafting students will also have special equipment and supplies which they must purchase in addition to the normal cost of textbooks.

Parking, Traffic and Moving Violations

All licensed vehicles, other than visitors, will be required to have a parking decal. Employees (full-time and part-time) will not be charged for decals. Decals will expire August 1 of each year. (Amounts charged for decals, parking and traffic fines are subject to change by the District Board of Trustees.)

Decals will be obtained at the Security office and College bookstore for the following amounts:

Decals will be required for continuing studies workshops as follows:
(a) Up to seven weeks, temporary guest decals will be issued free.

Parking And Traffic Fines

Moving Violations Offense	Fee
First	\$10.00
Second	\$20.00
Third	\$30.00
Fourth	Automatic suspension of campus driving privileges
Parking in Handicapped Space	\$25.00
Failure to Register a Vehicle	\$10.00
Parking & Miscellaneous Violations	\$10.00

Decals

Decals	Fee
Fall or winter term	\$ 5.00
Spring and summer term	\$ 5.00
Annual	\$10.00
Replacement and for temporary use of another vehicle	\$ 1.00

(b) Seven weeks or more, a decal must be purchased, priced as above.

Fraudulent use of a parking decal can result in a fine equal to the appropriate fee.

PBCC's South Campus is located at Florida Atlantic University and therefore fines and violations are defined by the Florida Atlantic Traffic and Parking Department. Detailed information is provided upon purchase of a decal at the Cashier's office.

Student Fee Audit

An audit of all fees collected will be conducted by the College staff at the close of each registration. In accordance with College policy, all students owing additional fees as a result of this audit will be required to pay them. Over collection of fees will be refunded.

Physical Education Fees

Physical education fees are estimated and are subject to change. These fees may vary from campus to campus.

Postsecondary Adult Vocational (PSAV)

Program Fee\$1.30 per contact hours

Short Course, Non-credit Fees

Fees to cover the cost of instruction and materials for short courses, non-credit courses and workshops will be announced for each course offering.

No refunds of \$5.00 or less will be made for workshops except for cancellations.

Transcript Fees

Transcript Fee\$3.00

Additional transcripts will not be issued until this fee is paid.

There is no charge for an unofficial copy given to student.



HOPE SCHOLARSHIP AND LIFELONG LEARNING TAX CREDITS

Under the provisions of the 1997 Taxpayer Relief Act, the "HOPE Scholarship," was established for education-related expenses paid after January 1, 1998. The new tax credit will apply to a student's first two years of college, and eligibility will be based on a family's income level.

There are also additional tax credits for lifelong learning and some student loans' interest. For further information on educational tax credits, please contact your tax advisor.

REFUNDS

The refund schedule is based upon the dates listed in the calendar of events that appear in the front of the *Catalog* and in the *Student Handbook*.

Any student who officially withdraws from college or reduces his/her course load prior to the end of the published drop/add period is automatically refunded 100 percent of refundable fees. No grade is recorded on the student's transcript.

The appropriate account is automatically refunded on a pro-rata basis in those cases where a first time-at-the-college Title IV financial aid student withdraws from all credit classes after the end of the published drop/add period but not beyond 60 percent of the term. A "W" is recorded on the student's transcript and will not affect the student's GPA.

A student who has to withdraw or is dropped from a class due to a PBCC error or change or other PBCC action after the published drop/add period shall be refunded 100 percent of refundable fees upon the approval of the student's refund request. No grade or attempt is recorded on the student's record.

No other refunds are granted except in those cases where a student withdraws from classes due to a personal emergency beyond the student's control. Refunds may be granted for up to 60 percent of the term under these circumstances and will be computed on a pro-rata basis. A "W" will be recorded on the student's transcript and will not affect the student's GPA.

Supporting documentation **MUST** accompany refund requests based on a PBCC action or personal emergency. The following documentation is required:

Medical - a letter from your physician or health care agency specifically indicating an illness of such severity or duration that you cannot continue in your course. The letter must include dates of the illness and treatment.

Employment - a letter on company stationery indicating that your work schedule was changed by your employer and that this change prevents you from completing the term.

Death of Immediate Family Member - documentation of the death and your relationship to the deceased. Immediate family members are limited to spouse, child, parent and sibling.

College Change or Error - a letter from the appropriate College official documenting the situation in which the College was in error or initiated an action that caused you to have to withdraw.

The refund-request process takes approximately four weeks. If you are no longer attending, it is your responsibility to withdraw from the course(s). Submitting a refund form does not officially withdraw you from a class or the college. Decisions will be based on the documentation provided. You will be notified in writing of the Refund Appeals Committee's decision. If approved, your refund check will be mailed from the refund office to the address listed on the registrar's office computer record, or your financial aid account will be credited.

Refund requests received after the last day of the academic term of the request will not be considered except in cases of extreme circumstances or College error as determined by the Refund Appeals Committee.

Music, Special Fee

No refund is allowed unless the student is subsequently found to be ineligible by the College for the class.

Physical Education, Special Fees

Some of these fees are held in trust for the vendor, and a 100 percent refund for withdrawal from these courses can be made, based upon the same criteria as the refund of regular tuition fees for the class.

CHAPTER 7 – SPECIAL EDUCATIONAL OPPORTUNITIES

THE LIBRARY LEARNING RESOURCE CENTER

The LLRC offers print and non-print materials at all four campus locations. The Central Campus Harold C. Manor Library, Belle Glade and Eissey Campuses maintain full service hours under the auspices of the College. The South Campus library service is a joint-use agreement with Florida Atlantic University. LLRC provides resources and services for both students and faculty. Individual instruction is provided by professional librarians, technicians and specialists. Group-orientation sessions provide information on library and media services. Success in achieving instructional objectives depends on access to information. Electronic access to library materials is now available via on-line and CD-ROM technology including the Library Information Network for Community Colleges (LINCC).

THE CENTER FOR PERSONALIZED INSTRUCTION (CPI)

The CPI offers educational development to both day and evening students. Individualized instruction in selected credit courses and college preparatory courses in reading, English, and mathematics are available. CPI courses combine lecture, individualized instruction, and multi-media assisted instruction to deliver a curriculum that meets the specific learning needs of each student. Flexible class scheduling on a "To Be Arranged" (TBA) basis as an alternative to the traditional classroom is available at several campuses. In addition to courses, CPI academic support and learning assistance services include tutoring, Supplemental Instruction (SI), videos, and computer software that correlates with many PBCC courses. Review materials for standardized tests such as the CPT and CLAST are available. All students have access to CPI services.

COOPERATIVE EDUCATION

Cooperative education (co-op) is a nationally recognized academic program combining on-campus study with work-related experience in area business, industry or governmental agencies. It is based on the principle that learning is not confined to classroom achievement and is equally dependent upon experiential opportunities.

Benefits

As a co-op student you can:

1. Earn academic credit.
2. Gain practical experience and job knowledge.
3. Test your career decision.
4. Make valuable contacts in your professional field.
5. Earn income through work in your chosen field of study.

Eligibility

Students having completed one full-time semester, or at least 12 credit hours, are eligible to enter the co-op program, provided they have a minimum cumulative grade point average of 2.0 and are in good academic standing. Participating students must have a willingness to become involved in developing a cooperative education position related to their major field of study.

Operations

Co-op may be part-time, full-time, paid or unpaid work experience providing entry-level, intermediate or advanced training. Current employment may meet the program requirements with modified or enhanced duties in cooperation with the employer. The work experience is coordinated with on-campus study. Students may earn up to six academic credits usable as elective credits, added



credits or to meet the curriculum requirements in designated programs. Students should consult with an academic advisor regarding the transferability of co-op credits in programs offered by upper-division colleges and universities.

Enrollment

Co-op education varies across the district, using a common core of required student activities. For specific information regarding enrollment requirements and student activities, contact the appropriate campus listed below:

Central Campus	439-8050
Edward M. Eissey Campus	625-2560
Glades Campus	996-3055
South Campus	367-4561

ESOL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

Palm Beach Community College offers three levels each of reading and English courses (and two levels of speaking and listening courses). These courses combine lecture and lab components to meet the specific needs of each student. Students are placed into the appropriate level based on CELT and FCELT scores. Academic support is provided through tutoring, audio and video technology, and interactive computer software in the Center for Personalized Instruction on each campus. Students successfully completing their required ESOL courses may proceed with registration in Gordon Rule courses.

EXPERIENTIAL LEARNING

The experiential learning assessment process for working adults is designed to recognize the academic value of learning through experiences outside the college classroom including work experience, employment-related training programs, seminars, volunteer work, travel, military service or self-directed study. PBCC is also a Service members Opportunity College (SOC) member and uses the American Council on Education (ACE) guidelines in evaluating military learning experiences.

CHAPTER 7 - SPECIAL EDUCATIONAL OPPORTUNITIES

Assessment¹

Credit is awarded through an assessment process to determine if the necessary competencies were gained by work experience associated with the college course being assessed. Assessment involves the following:

- ◆ Written or performance tests.
- ◆ Preparation of a portfolio describing learning and how it was acquired.
- ◆ Evaluation of certificates and licenses.
- ◆ Interviews with faculty members.
- ◆ Review of external agency recommendations (ACE, AIB, PONS!, etc.).

The method of assessment is determined by the division chair and faculty members responsible for the courses for which credit is requested.

Not all courses are assessable courses. Courses being assessed must be offered as a requirement or an elective in an AS degree or certificate program at PBCC. General education courses are not assessable.

Process

After being admitted to the College as a regular degree-seeking student and selecting an academic program with the help of a counselor or advisor, the following steps must be taken:

1. Meet with the program division chair or manager to determine if an assessment process is available for selected courses.
2. Apply for assessment on forms available from the division chair or student services.
3. Consult with the division chair, program manager or designated faculty evaluator to determine requirements for assessment and fees required.
4. Discuss student responsibilities in the assessment process, including:
 - a. Meeting with an instructor for an oral or written exam.
 - b. Preparing for a written exam by reviewing textbooks.
 - c. Arranging for an instructor to interview an employer as well as a work-site visit.
 - d. Presenting certificates and licenses for authentication.
 - e. Developing a portfolio of experience.
 - f. Providing ACE recommendations for military training.
5. Pay necessary fees (minimum fee \$15 per course) for the assessment process. Fees do not include credits. It is possible that academic credit will not be awarded in the areas requested, but the cost of assessment remains the same.

Award of Credit

The assessment process may take from several hours to several months, depending on the amount of credit requested and the methods of assessment required. When the process is completed, the results are forwarded to the district dean of vocational education for final review and verification. The dean will request the registrar to place the credits on your transcript.

Credits awarded are held until satisfactorily completing 15 credits of college-level course work at PBCC. Experiential credit may not be used to meet the residency requirement for the 15 hours prior to graduation.

FLORIDA-CANADA INSTITUTE

The Florida-Canada Institute is part of the international program established within the State Department of Education by the Florida Legislature in 1987. The linkage institutes

assist in the development of stronger economic and social ties between Florida and strategic foreign countries through the promotion of expanded public/private dialogue on cooperative research and technical assistance, student/faculty exchange, cultural exchange and enhancement of language training. In 1991, the authority changed from the Department of Education to the Department of Commerce and specifically to the Florida International Affairs Commission.

The Florida-Canada Institute at PBCC has assisted in the establishment of a linkage with Algonquin College in Ottawa, Ontario, Canada for faculty and student exchanges. The Institute also assisted in developing contacts with business and industry in Canada. Technical exchanges such as the Emergency Medical Service (EMS) competition in Alberta, Canada are arranged. Locally, the Florida-Canada Institute works with the Canadian-American Business Alliance and the World Trade Council to enhance economic trade with Canada. The Florida-Canada Institute administers the tuition-exemption program for Canadian students attending Florida's colleges and universities.

HONORS

Honors classes are offered in College Composition I (ENC 1121) and College Composition II (ENC 1122). Honors options are available in many other classes for students with a 3.2 cumulative GPA. The student must maintain an A or B throughout the term and present a summary or project to the class before the completion of the term. The student transcript indicates Honors work. Honors options are offered in many areas. When taking an Honors option, the student must sign an Honors contract. For more information, check with your instructor, or the Honors Coordinator.



¹ Not all Palm Beach Community College courses are assessable courses. That is, even though a student may feel that he/she may have the appropriate background and knowledge, the particular course for which he/she wishes to be evaluated may or may not be available for that purpose. The process applies primarily to AS degree courses.

CHAPTER 7 – SPECIAL EDUCATIONAL OPPORTUNITIES

CAREER AND TECHNICAL EDUCATION (CTE)

CTE is a multi-campus division of educational and related services including non-credit and credit programs, courses and projects. Not all programs are available at all campuses.

For information on offerings call:

Central Campus - 439-8006, Lake Worth

Eissey Campus - 625-2535, Palm Beach Gardens

Glades Campus - 992-6180, Belle Glade

South Campus - 367-4550, Boca Raton

The CTE offers the following educational opportunities:

1. Career Preparation and Enhancement
2. Learning Unlimited
3. Programs and Institutes
4. Criminal Justice Academy

Agribusiness

Offerings include turf-grass management, golf course and home lawn maintenance, and xeriscape.

Center for Health Studies

Courses are available for certified or licensed health care professionals in a multimodal format allowing participants greater flexibility in the scheduling of courses to meet their needs. Curriculum is focused on providing participants with the knowledge needed to remain current in their discipline areas as well as encouraging multi-skilling of persons allowing them more employment flexibility within the health care system. Approval of continuing education credits needed for renewal of professional licenses or certification is granted within the guidelines of: Agency for Health Care Administration, Division of Medical Quality Assurance, Certification Board of Addiction Professionals of Florida, State Department of Health, Department of Business and Professional Regulation.

CTE certificate programs are also available for persons seeking careers in the health care field. Vocational training integrates both didactic and applied learning principles providing the participant a mechanism to practice and refine job skills. Programs in this area are structured within the guidelines established by the Florida Department and voluntary professional certification boards.

Courses are available for:

- ◆ Certified Associate Addiction Professionals
- ◆ Certified Nursing Assistants
- ◆ Clinical Laboratory Personnel
- ◆ Clinical Social Workers
- ◆ Dental Assistants
- ◆ Dental Hygienists
- ◆ Dentists
- ◆ EKG Technicians
- ◆ Marriage and Family Therapists
- ◆ Massage Therapists
- ◆ Medical Coding Specialists

- ◆ Medical Records Technicians
- ◆ Mental Health Counselors
- ◆ Nurses
- ◆ Nursing Home Administrators
- ◆ Occupational Therapists
- ◆ Occupational Therapy Assistants
- ◆ Phlebotomists
- ◆ Respiratory Care Therapists
- ◆ Radiologic Technicians
- ◆ Sonographers

Customized training is available to meet the special needs of health care organizations. For further information contact Central Campus CTE Office - (561) 439-8006.

Advanced Technical Certificate (ATC)

The Advanced Technical Certificate has been identified as a program of instruction consisting of 9 hours or more but less than 45 credit hours of college-level courses, which may be taken by students who have already received an Associate in Science degree and are seeking an advanced specialized planning program of study to supplement their Associate degree. Each ATC has been developed to address individual speciality areas of nursing practice. The courses making up each ATC are focused in such a manner as to enhance the excellence of health care delivery by the professional participant. The following represent the five (5) Advanced Technical Certificates which are presently available at PBCC:

ATC: Coronary Care Nursing

ATC: Critical Care Nursing

ATC: Perioperative Nursing

ATC: Medical-Surgical Nursing

ATC: Community/Home Health Nursing

The individual courses which make up each ATC will be offered periodically through the year. Please see credit listing for further information regarding individual courses.

Center For Insurance Education

The Center for Insurance Education provides license preparation courses for the General Lines Agent (2-20 License), Customer Representative (4-42 Licenses) and Life/Health, Annuities (2-15 License) and Title Agent. Course work is approved by the Department of Insurance.

The Center also schedules continuing education for licensed agents and is approved by the Department of Insurance for license renewal.

Community Association Managers

Community Association Manager Pre-Licensure courses are available to help individuals prepare to pass the Florida state examination for licensure as a Community Association Manager (i.e., management of condominiums or homeowner associations). Also offered are a series of workshops meeting state of Florida continuing education renewal requirements for licensed community association managers which are held throughout the year. Each session is focused on a specific topic and presented by an expert in the field.

CHAPTER 7 – SPECIAL EDUCATIONAL OPPORTUNITIES

Computer and Office Technology

A series of short courses and workshops are offered for adults adding an occupational skill or enhancing personal skills for operating personal computers. "Hands-on" training on microcomputers with the latest in word processing, data entry, electronic spreadsheets, database management and desktop publishing is available. AS400 training, JAVA and Visual Basics are also available

Emergency Medical Services and Fire Science Programs

Emergency medical services courses assist health professionals in maintaining current professional licensure.

A diverse curriculum for physicians, nurses, EMTs and paramedics is offered. Course offerings include ACLS, BTLs, BLS, PALS, Paramedic Refresher, Emergency Medical Dispatch and EMS telecourses. Fire Inspector Continuing Education courses are also available.

ESOL (English for speakers of other languages)

This program is designed for English speakers of other languages. Reading, writing, speaking and listening skills are presented, with emphasis on communication.

Florida Food Manager Testing

Florida law requires all facilities that store, handle and prepare food consumed by the public to have a supervisor on duty during the hours of operation who hold a state-issued certificate. This four-hour workshop prepares individuals to take the Florida Food Manager Certification exam given at its conclusion.

Institute of Government

The Florida Institute of Government is a professional partner of Palm Beach County public sector and nonprofit organizations in meeting the increasing challenges of providing excellent quality, service and productivity to their citizens and clients. The FIOG offers a wide variety of programs and services such as:

- Open Training Workshops and Seminars
- Customized Training Programs
- Executive Consulting Services
- Special Interest Forums and Conferences

The FIOG is a vital link to high quality, low cost training, consulting and technical assistance to address the developmental needs of public agencies, nonprofit groups and civic organizations throughout Palm Beach County. All services are available at the four college campus sites or may be contracted and delivered on-site at your organization.

Key activities during the past year include professional development series for managers, supervisors, non-supervisory professionals, and administrative support staff; public policy forums, strategic planning sessions, council-manager team building programs, the Institute for Elected Municipal Officials, and a variety of customized assistance to various organizations.

For more information, please contact

Telephone: Kim Ardila-Morgan at (561) 439-8185

E-mail: kimam@emi.net

Mail correspondence to: Kim Ardila-Morgan

The Florida Institute of Government,
Palm Beach Community College,
4200 Congress Avenue,
Lake Worth, Florida 33461

Medical Secretary/Transcription/Coding

A variety of courses are available to prepare one to work in a doctor's office or hospital as a receptionist, secretary or transcriptionist. Medical Coding is also available.

Mortgage Banking Training

Offerings include the 24-hour state-approved Mortgage Broker course, a course in the Fundamentals of Residential Lending and Residential Mortgage Loan Origination.

Sign Language

PBCC offers 5 levels of ASC for the purpose of training professionals to become certified interpreters. Students are assessed the first evening of class to determine the appropriate level of instruction.

Real Estate Licensure, Postlicensure and Continuing Education

College credit courses are offered for Real Estate Sales Licensure, Brokers Licensure and Certified Appraiser. See REE course descriptions in chapter nine for details.

Postlicensure education for sales people is a 45-classroom-hour course including subjects specified in Florida Statute.

Postlicensure courses are training-oriented and build on the academic knowledge acquired during pre-licensure training. All courses emphasize development of skills necessary for licensees to operate effectively.

A 14-hour continuing education course is offered meeting the requirement for real estate license renewal.

Child Care

Child care courses include the Children and Family Services required certification course (30 hours), child care first aid/CPR, Child Development Associate (CDA) credential and 8-hours in-service.

Recovery (Repossession) Agent

Class "EE" license instruction has been approved by the state of Florida to prepare for a Class "EE" license as a recovery (repossession) agent.

State approved pre-licensure training for the class "EE" recovery (repossession) agent license is offered three times a year.

Security Officer

A curriculum to prepare for a Class "D" license as a security officer is approved by the State of Florida and offered frequently.

Children First

This is the court-mandated program for those couples seeking a divorce who have children under the age of 18.

Center for the Continuing Education of Women

The Center for Continuing Education of Women offers two ongoing grant funded programs for women.

Crossroads: The Career Redirection Program for displaced homemakers, women identified as separated, divorced, widowed or whose spouses are disabled. Workshops enable participants to build self-confidence, set career goals, develop preemployment/pre-enrollment skills and locate community resources to make the transition into job training or employment. Individual counseling, guided group discussions and liaisons with Palm Beach County agencies and services are key elements of the success of this program.

CHAPTER 7 - SPECIAL EDUCATIONAL OPPORTUNITIES

Connections: The Single Parent Program provides vocational assessment and guidance, campus and community referral, limited financial aid assistance, a textbook lending library, plus employability-related partnerships with area organizations and businesses. The focus of this program is to assist single parents enrolled in A.S. degree programs in their efforts to earn their degrees and become financially self-supporting.

Judaic Studies

Courses on the politics, history, language and arts of the Jewish people are held during the major terms. Jewish instructors, expert in political, present lectures on topics such as Yiddish, Jewish culture, political influences, Jewish philosophers and basic concepts of Judaism.

Learning Unlimited

Short term, non-credit courses addressing lifelong learning, lifestyles and personal enrichment. A variety of topics offered each major term. Not all courses are offered on every campus.

Senior Group Theater (Senior Players)

Energetic and talented seniors, age 55 to 80 years, provide year-round entertainment throughout the county in nursing homes, senior centers, civic organizations and at condominium-charitable benefits.

PROGRAMS AND INSTITUTES

Center for Multicultural Affairs

Provides understanding and preservation of diverse cultures in Palm Beach County. An advisory committee has established the following objectives:

- The establishment of a clearing house for the exchange of ethnic/cultural information.
- The development of multicultural programs and activities for students, staff and members of the community.
- The involvement of students and representatives from diverse cultural groups in both college and community programs.

A major fund-raising project, the Annual International Festival of Palm Beach County, occurs in spring. Proceeds provide scholarships for PBCC students. In 1988, the Center added a Speaker's Bureau and a Translation Bureau to aid public agencies in serving the community.

Community Services

Many college cultural and entertainment activities such as concerts, dramatic presentations, art exhibits, lectures and sporting events are frequently available to the community. Central, Eisey, and Glades campuses have auditorium facilities available to the community for educational and cultural events.

Institute of New Dimensions

The Institute of New Dimensions, located at Central and Eisey campuses, is dedicated to exploring educational and cultural opportunities for adults, especially retirees, through courses, seminars, forums, field trips and lectures. It is a cooperative venture by volunteers from the theater, scientific and professional arenas to bring intellectual enrichment to the community. Phone: (561) 439-8186.

Center For Business and Industry

High quality, low-cost training programs and courses are available to the Business Community. Courses/programs may be customized to the needs of Business and Industry with scheduled times and sites which are convenient. Seminars, workshops, teleconferences and other services may also be arranged. For more information on Business and Industry Training, contact Pat Richie, Associate Dean, at (561) 439-8008.

WEEKEND BUSINESS INSTITUTE AND WEEKEND COMPUTER INSTITUTE

This is a newly developed initiative designed to meet the educational needs of working adults in Palm Beach County. The institutes offer two-year associate degree programs that can be completed in just two years of study of Friday nights and Saturdays, by following a sequence of courses.

Present degree offerings include:

Weekend Business Institute:

Associate in Arts(AA) - Business Administration

Associate in Science (AS) - Accounting

Associate in Science (AS) - Business Administration & Management

Weekend Computer Institute:

Associate in Science (AS) - Computer Information System Analysis:

Programming Track

Applications Track

Network Specialist Track

Associate in Science (AS) - Drafting Technology

PBCC's Weekend Institutes offer:

personalized assistance during admission, registration, and throughout your studies

- ◆ an assigned administrator, who will be available virtually any-time to address and solve issues related to your studies
- ◆ the option to transfer to public and private universities following completion of your studies
- ◆ opportunity to participate in a unique learning experience

YOUNG PEOPLE'S PROGRAMS

Summer Band Camp

Developed by the music department and the division of CTE plus area school band directors, summer band camp provides three weeks of intensive training for middle and high school students.

Summer Youth College

A variety of appropriate and entertaining learning opportunities for children in a "College" atmosphere. Each course meets once a week for six weeks. Students may register for as many courses as they wish.

Teen Summer Theatre Program

Training in acting movement, voice/diction and technical theatre for ages 13-18 using the professional facilities of the Eisey Campus theatre. This hand-on program, limited to 16 students, is team taught by two theatre professionals.

Virtual College

The Virtual College offers classes using non-traditional learning environments. These environments include: Internet courses, telecourses and other distance learning courses.

The offerings of the Virtual College are listed on-line at: <http://www.pbcc.cc.fl.us/southweb/altern.htm>.

CHAPTER 7 – SPECIAL EDUCATIONAL OPPORTUNITIES

TELECOURSES

Palm Beach Community College telecourses are an exceptional alternative for busy working adults to earn college credit on a flexible basis, and for just about anyone who wishes to expand their knowledge in a wide variety of interesting subject areas.

What is a telecourse? A telecourse offers regular college credit, using video tapes, text books, study guides and other elements as the basic study materials for the course. You may view your video lessons in one or more ways: on Palm Beach County's Educational/Government Cable Channel 20, PBS Channel 42 or by viewing it in the Library Learning Resource Center and/or Media Center.

A telecourse learning program includes:

1. Required campus visits, orientation, a midterm and a final as scheduled.
2. An instructor available by telephone or in person, during specified office hours.
3. A textbook and, perhaps, other supplementary materials.
4. Two or three half-hour video programs each week.
5. A Study Guide to direct and connect the reading and viewing assignments.
6. A course syllabus outlining assignments, testing information and other details about the course.
7. A "hotline" and "voice-mail" service to answer questions, solve technical problems and provide general information.

Each telecourse is equivalent to the on-campus sections of the same course in terms of objectives, content and credit transferability.

There is a \$20 fee for telecourse programs.

Telecourses are offered on all four Palm Beach Community College campuses. For additional telecourse information, call one of our four campuses: Central Campus (561) 439-8114, Edward M. Eissey Campus (561) 625-2574, Glades Campus (561) 992-6168 or South Campus (561) 367-4564.

INTERNET COURSES

It is recommended that you take the on-line quiz: Should I take a Distance Learning Class? There is a link from the Virtual College's page to this quiz. After you have answered all of the questions, click the [CLICK HERE](#) button to see our recommendation. Regardless of the outcome of the quiz, it is recommended that you discuss the Virtual College classes with one of the College's counselors by phone or in person.

The Internet classes are organized into the following four categories:

1. Pure Internet classes are classes which are taken entirely over the Internet. While most of the course activities will be over the Internet, there may be some campus requirements but no class attendance.
2. Concurrent Traditional Classes with Pure Internet Option are classes which may be taken either by attending some or all of the classes in the traditional classroom or may be taken by attending some or all of the classes over the Internet.
3. Traditional classes with an Internet Component are classes which require class attendance on the campus. While these are traditional courses, there will be some components for which the student is required to use the Internet.

4. Telecourses with an Internet Component are classes which are traditional telecourses that may require some class attendance on a campus as well as viewing the course materials on a local television station. While these are traditional telecourses and have requirements, there will be some components of the course for which the student is required to use the Internet.

To determine which Virtual College classes you want to take, view the listings at the web site listed above. Visit the course web site. Read the description of the courses and read the course syllabi. Be sure of what will be required of the student before you sign up for a Virtual College class. Be sure that you can get access to the Internet either in a College lab or elsewhere. Be sure that you have an email account before the course begins. If you have any questions, consult a counselor at one of the Counseling Centers.

INTERNATIONAL FIELD-TRIP STUDY

The field-trip study is intended to provide the PBCC student with the opportunity to explore the language, history and culture of the countries visited. College credit will vary according to the length of the program.

Participants will keep descriptive, creative and critical journals. Course grade and credit will be awarded on the individual projects.

These study tours are most frequently offered during spring break or between terms.

- FOL 1170 Mexico 2 crs.
- FOL 1171 Puerto Rico 2 crs.
- FOL 1172 Jonquiere Que 3 crs.
- FOL 1173 Venezuela 2 crs.
- FOL 1174 Panama 2 crs.
- FOL 1175 Mexico 2 crs.
- FOL 1178 Costa Rica 2 crs.

For additional information on these or other international study programs, contact the office of International Education or see your counselor.

INTERNATIONAL SUMMER SCHOOL - CAMBRIDGE, ENGLAND

Open to all over the age of 18 interested in the scholarly pursuit of learning at one of England's most prestigious universities. Offerings include:

- Art History (ARH 2950)
- Music History (MUH 2950)
- British History (HIS 2950)
- British Sociology (SYG 2950)
- British Literature (LIT 2950)

Credits earned range from three to six depending on student involvement.

CHAPTER 7 – SPECIAL EDUCATIONAL OPPORTUNITIES**TECH PREP PROGRAM**

Associate in Science degree and certificate programs which have a Tech Prep (TP) articulated curriculum pathway identified in conjunction with Palm Beach County Public Schools are identified in the Catalog by the letters TP following the title of the program. Students completing the requirements of the Tech Prep pathway while they are in high school or a technical center may be available for advanced standing at Palm Beach Community College (PBCC).

The specific benefits of graduating from high school as a Tech Prep student are identified in each pathway articulation agreement. If you have completed a Tech Prep pathway through the Palm Beach County School District in any of the following areas, please contact your local school counselor or a PBCC admissions office for further information regarding the possibility of advanced standing.

POSTSECONDARY ADULT VOCATIONAL PROGRAMS

The postsecondary adult vocational programs are clock hour certificate programs. These programs generally are a year or less in length. The course content is skilled-based, and the completers will receive a certificate and be ready for entry level employment in their fields of study. Some of these programs will articulate toward an Associate in Science degree program.

A listing of these programs are:

Accounting Operations

Administrative Assistant
Architectural Drafting
Child Development Associate (CDA) *
Commercial Art
Commercial Foods
Customer Service Representative
Electrical Apprenticeship
Electrical Drafting
Electronic Technology
Emergency Medical Technician (EMT)
Firefighter
Mechanical Drafting
Medical Coder Specialist
Medical Secretary
Medical Transcription
PC Support Services
Plumbing Apprenticeship
Structural Drafting
Truck Driving Class A - CDL *
(Tractor Trailer)
Truck Driving Class B - CDL *
(Truck & Bus)

*DOES NOT REQUIRE THE TABE EXAM.



CHAPTER 8 - ACADEMIC PROGRAMS

Palm Beach Community College awards two degrees, an Associate of Arts and an Associate of Science. The college offers numerous certificate programs in a variety of fields. Special programs for academic development, professional and vocational skills training and enhancement are also available.

Personal and Professional Development

Students may enroll in courses to meet individual educational needs such as upgrading skills for employment, cultural enrichment, and improving academic preparation. Any of the College's credit courses as well as special programs offered by the College are available to meet these needs.

Courses are listed in the semester schedule books and in special brochures.

ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree is designed for the student who plans to transfer to a Florida public university as a junior to complete a bachelor's degree. This degree is made up of general education courses and electives, providing a course of study equivalent to those required of freshman and sophomores at Florida's state universities. A student who earns the AA Degree at Palm Beach Community College meets the lower division general education requirements of a Florida state university, but does not automatically meet the requirements for a particular major.

If you plan to complete the Associate of Arts Degree and transfer to a Florida state university, **it is very important that you decide on a major as early as possible, and follow the course of study required for that program of study at the university. You should visit an Academic Advisor on a regular basis to receive pertinent information about the degree requirements** for certain majors at Florida's state universities, the completion of pre-requisite courses, grade point average requirements, etc. Your Academic Advisor can help you to develop an academic plan which will help to ensure your successful transition to the university. It is very important that you take the initiative to determine the requirements for your major at the university you wish to attend.

Graduation Requirements for the Associate in Arts Degree:

Responsibility for understanding and meeting the requirements for graduation with an Associate of Arts Degree rests with the student. To be awarded the AA Degree from Palm Beach Community College, a student must do the following:

1. Satisfy admission requirements and successfully complete all required preparatory courses in reading, English, and/or mathematics.
2. Complete a minimum of 60 credit hours of university-parallel course work, comprised of the following: 36 credit hours of General Education and 24 credit hours of electives. No more than 2 credit hours of Physical Education courses may be used toward the AA degree.
3. Earn a grade point average (GPA) of at least 2.0 in:
 - a. all college-level credits transferred from other institutions.
 - b. all courses attempted at PBCC.
4. Complete at least 15 credit hours at PBCC, excluding CLEP or credit by exam.



5. The Florida State Gordon Rule requires that a student must complete, with a grade of C or higher, writing assignments of at least 24,000 words in college writing, humanities and social science courses and complete, with a grade of C or higher, 6 credit hours of college level mathematics (see the General Education requirement).
6. Satisfy the College Level Academic Skills Test (CLAST) requirement by taking and passing the four components of the test or document satisfaction of the CLAST requirements by a State-approved alternative method.
7. File an application for graduation (Grad Card) through an Academic Advisor by the deadline date listed in the College calendar.
8. Fulfill all financial obligations to the college.

CHAPTER 8 GENERAL EDUCATION REQUIREMENTS

Area I – Communications –9 credit hours

The following two courses are required - Grade: C or higher

- ____ ENC 1101 College Composition I OR
 ____ ENC 1121 Honors College Composition I AND
 ____ SPC 1016 Fundamentals of Speech Communication

Select one of the following courses - Grade: C or higher

- ____ ENC 1102 College Composition II OR
 ____ ENC 1122 Honors College Composition I AND
 ____ ENC 1141 Writing About Literature

Area II – Humanities – 6 credit hours

Select one course in Literature - Grade: C or higher

- ____ AML 2010 American Literature to 1865
 ____ AML 2020 American Literature after 1865
 ____ ENL 2012 English Literature before 1800
 ____ ENL 2022 English Literature after 1800
 ____ LIT 2110 World Literature before the Renaissance
 ____ LIT 2120 World Literature after the Renaissance
 ____ Approved Transfer Humanities

Select one of the following courses - Grade: C or higher

- ____ ARH 1000 Art Appreciation
 ____ ARH 2050 History of Art (Early)
 ____ ARH 2051 History of Art (Modern)
 ____ MUL 1010 Music Appreciation
 ____ THE 1000 Theater Appreciation
 ____ Approved Transfer Humanities

Area III – Math –6 credit hours

Select two of the following courses - Grade: C or higher

- ____ MAC 1105 College Algebra
 ____ MAC 1114 Trigonometry
 ____ MAC 1140 Precalculus
 ____ MAC 2233 Survey of Calculus (for Business majors)
 ____ MAC 2311 Calculus with Analytic Geometry I (4)
 ____ MAC 2312 Calculus with Analytic Geometry II (4)
 ____ MAC 2313 Calculus with Analytic Geometry III (4)
 ____ MAP 2302 Differential Equations
 ____ MGF 1106 Liberal Arts Mathematics
 ____ STA 2023 Statistics
 ____ Approved Transfer Mathematics

Area IV –Natural Sciences –9 credit hours

The following course is required for 3 credit hours - grade: C or higher

- ____ HSC 2100 Health Concepts and Strategies
 ____ Approved Transfer Health

Select two of the following courses for 6 credit hours - grade: C or higher

- ____ AST 1002 Descriptive Astronomy
 ____ AST 1005 Planetary Astronomy
 ____ AST 1006 Stellar and Galactic Astronomy
 ____ BSC 1005 Concepts of Biology (Non-Science Major)
 ____ BSC 1010 Principles of Biology (Lab optional)
 ____ BSC 1050 Environmental Conservation
 ____ BSC 1085 Anatomy and Physiology I and Lab (4)
 ____ BSC 1086 Anatomy and Physiology II and Lab (4)
 ____ BOT 1010 General Botany and Lab (4)
 ____ CHM 1015 Principles of Chemistry (Lab optional)
 ____ CHM 1040 General Chemistry I
 ____ CHM 1041 General Chemistry II and Lab (4)
 ____ CHM 2046 General Chemistry III and Lab (4)
 ____ GLY 1000 Descriptive Geology
 ____ MCB 2010 Microbiology and Lab (4)
 ____ OCE 1001 Introduction to Oceanography (Lab Optional)
 ____ PHY 1001 Applied Physics
 ____ PHY 2048 General Physics with Calculus I & Lab (5)
 ____ PHY 2049 General Physics with Calculus II & Lab (5)
 ____ PHY 2053 General Physics I & Lab
 ____ PHY 2054 General Physics II & Lab
 ____ PSC 1341 Physical Science for Today's World
 ____ PSC 1101 Earth Science
 ____ ZOO 1010 General Zoology
 ____ ZOO 1010L General Zoology Lab
 ____ Approved Transfer Science

Area V –Social Science –6 credit hours

Select one of the following courses - Grade: C or higher

- ____ ANT 2000 Anthropology
 ____ ECO 2013 Principles of Macroeconomics
 ____ GEO 1010 Principles of Geography and Conservation
 ____ PSY 2012 General Psychology
 ____ SYG 1230 American Minorities Today
 ____ SYG 2000 Introduction to Sociology
 ____ SYG 2010 American Social Problems
 ____ Approved Transfer Social Science

Select one of the following courses - Grade: C or higher

- ____ AMH 2010 US History to 1865
 ____ POS 1001 Introduction to Political Science
 ____ POS 2041 American National Government
 ____ POS 2112 American State & Local Government
 ____ Approved Transfer Social Science

Electives (Need 24 hours) – AA Courses Only. You should select electives with the help of your academic advisor.

Choose electives from courses listed in the Course Descriptions section of the college catalog that are designated A.A.

FOREIGN LANGUAGE REQUIREMENT

Students planning to transfer to a Florida state university after earning the Associate in Arts Degree should be aware of the foreign language requirement. To be admitted into the upper division at a Florida state university, students must satisfy this requirement in one of the following ways:

- Successful completion of two credits (two years) of sequential high school instruction in one foreign language,
OR
- Successful completion of 8 semester hours of sequential college credit (two semesters if taken at PBCC) in one foreign language,
OR
- Demonstration of proficiency by passing a CLEP (College Level Examination Program) foreign language test.

Satisfaction of this university ADMISSION requirement may not satisfy a specific university graduation requirement of foreign language for certain majors. Students are encouraged to determine the graduation requirement for the university they plan to attend.

ASSOCIATE IN SCIENCE DEGREE

The degree of associate in science is awarded upon successful completion of a program of study approved by the College. The aim of the occupationally oriented A.S. degree program is to prepare the student for immediate entry into the business, professional or industrial life of the community with a level of training which would lead to employment.

It is important to note that students who choose associate in science degree programs are NOT qualifying themselves for transfer to the junior year at a state university. If a combination of immediate job training plus possible continuation for a four-year degree is desired, plan your program carefully.

General Education Requirements

Each associate in science program will have a minimum of fifteen (15) college credits of General Education required. The courses used to satisfy this requirement will be taken from the list of courses identified within the associate in arts degree five (5) areas of general education listed above. Specific general education competencies may be demonstrated via course content.

When selecting general education courses, the student must refer to their specific AS degree program requirements.

Three courses for a total of nine (9) credits must be selected from the following AA General Education areas listed below:

Area II, Humanities

Area III, Mathematics or Area IV, Natural Science

Area V, Social Science

An additional six (6) credit hours must be selected to complete the fifteen (15) credits for the AS program general education requirements. These six (6) credits may be selected from the appropriate general education areas.

The following competencies must be documented by the student through general education courses or other program course content:

- * Written and oral communications
- * Computation
- * Basic use of computers
- * Wellness

Students enrolled in AS degree programs who wish to complete an AA degree also may complete 36 hours of general education and have this noted on transcript PROVIDED the registrar is notified of this intention when the student applies for the AS degree. See College Level Academic Skills Test the academic policy section, page 26.

All specialized occupational programs (AS degree) listed in program outlines in the catalog must be completed in their entirety.



CHAPTER 8 - ASSOCIATE IN SCIENCE PROGRAMS

ACCOUNTING TECHNOLOGY TPA

Department Chair Sandra Shaw
 Telephone # 434-5080
 Program Faculty Name Joanne Nikides, 434-5110; &
 John Murphy, 434-5110

This accounting program is designed for those students who intend to seek immediate employment in the accounting field upon graduation who are presently employed in accounting and allied fields and desire advancement.

Course #	Title	Semester	Hours	Credit
General Education Requirements				15
ENC 1101	College Composition I		3	
	+ Humanities, AREA II		3	
MGF 1106	Liberal Arts Mathematics		3	
HSC 2100	Health Concepts and Strategies		3	
	Social/Political Science, AREA V		3	
ACCOUNTING CORE REQUIREMENTS				23
ACG 2022	Financial Accounting		4	
MAN 2021	Principles of Management		3	
	OR			
GEB 1011	Introduction to Business		(3)	
	OR			
BUL 2241	Business Law I		(3)	
ACG 2071	Managerial Accounting		3	
CGS 1570	Microcomputer Applications		3	
ACG 2450	Microcomputer Accounting		3	
OST 2335	Business Communications		4	
SPC 1016	Fundamentals of Speech			
	Communication		3	
	OR			
OST 1332	Business Presentations		(3)	
STAFF ACCOUNTANT TRACK (A.S. 2050)				26
ACG 2100	Intermediate Accounting		3	
ACG 2360	Cost Accounting		3	
TAX 2000	Federal Income Tax I		3	
TAX 2010	Federal Income Tax II		3	
ACO 2661	Accounting Information Systems		3	
MNA 2100	Human Relations		3	
	++ Business/Accounting			
	Electives		8	
TOTAL 64				
FULL-CHARGE BOOKKEEPER TRACK (A.S. 2047)				26
APA 1111	Bookkeeping I		3	
APA 1121	Bookkeeping II		3	
TAX 2000	Federal Income Tax I		3	
APA 2172	Computerized Bookkeeping		4	
MTB 1103	Business Mathematics I		3	
MTB 1104	Business Mathematics II		3	
OST 2402	Office Procedures and Technology		4	
	Business/Accounting Electives		3	
TOTAL 64				

AUTOMOTIVE SERVICE MANAGEMENT TECHNOLOGY
(A.S. 08-188)

Department Chair Dr. Tom Steffen
 Telephone # 439-8258

The Automotive Service Management Technology program is a two-to-three year articulated program consisting of an Automotive Technology core offered by ASE certified technical schools and a management core of courses offered by Palm Beach Community College.

Any nationally certified auto mechanic with certification in each of the technical core course subject areas may apply for credit by presenting documentation of certification and verification and verification of work experience in each area.

Course#	Title	Semester	Hours	Credit
General Education Requirements				15
ENC 1101	College Composition I		3	
	Humanities, AREA II		3	
MAC 1105	College Algebra		3	
HSC 2100	Health Concepts & Strategies		3	
POS 1001	Introduction to Political Science		3	
AUTOMOTIVE SERVICE MANAGEMENT CORE				32
CGS 1570	Microcomputer Applications		3	
ENC 1151	Applied Communications		3	
MAN 2021	Principles of Management		3	
MNA 2100	Human Relations		3	
MNA 2345	Principles of Supervision		3	
PHY 1001	Applied Physics		3	
AER 1940	Apprentice Experience I		1	
AER 1941	Apprentice Experience II		1	
AER 1942	Apprentice Experience III		1	
SPC 1016	Fundamentals of Speech			
	Communication		3	
	OR			
OST 1332	Business Presentations		(3)	
	Electives (from list below)		8	
TECHNICAL CORE				21
(Any 7 of following)				
AER 1000	Automotive Parts & Customer Relations		3	
AER 1004	Engine Diagnosis and Repair		3	
AER 1100	Electrical System Diagnosis and Repair		3	
AER 1112	Engine Performance		3	
AER 1120	Suspension and Steering Systems		3	
AER 1121	Brake System Diagnosis and Repair		3	
AER 1131	Automatic Transmission and Transaxles		3	
AER 1162	Manual Transmissions and Drive Train		3	
AER 1171	Heating and Air-conditioning Systems		3	
TOTAL 68				
ELIGIBLE ELECTIVES:				
BUL 2241	Business Law I		3	
ETI 2633	Industrial Relationships		3	
MAC 1114	Trigonometry		3	
MKA 2021	Salesmanship		3	
GEB 1011	Introduction to Business		3	
MAR 2011	Principles of Marketing		3	

* Refers to AA degree General Education requirements. See page 39 for course selection.

** Statistics (STA 2023 is recommended).

CHAPTER 8 - ASSOCIATE IN SCIENCE PROGRAMS

BUILDING CONSTRUCTION TECHNOLOGY
(A.S. 2198)

Department Chair Dr. Tom Steffen
Telephone # 439-8258

(Consultation with an adviser is essential to ensure proper sequence of courses).

Course#	Title	Semester	Hours	Credit
General Education Requirements				18
ENC 1101	College Composition I		3	
	+ Humanities, AREA II		3	
MAC 1105	College Algebra		3	
HSC 2100	Health Concepts & Strategies		3	
PHY 1001	Applied Physics		3	
	+ Social Science, AREA V		3	

CORE REQUIREMENTS

				46
BCN 1272	Plans Interpretation		3	
BCN 1616	Advanced Construction Estimating		3	
BCN 1740	Construction Law		3	
BCN 1750	Construction Finance		3	
BCN 2220	Construction Materials and Methods		3	
BCN 2712	Construction Supervision Procedure		3	
BCN 2941	Building Construction Experience		4	
SUR 1101C	Basic Surveying and Mapping		4	
BCN 1210	Building Construction Materials		3	
BCN 2253C	Architectural Drafting		3	
ETD 1110C	Introduction to Technical Drawing		2	
HSC 1400	Standard First Aid and CPR		1	
ENC 1151	Applied Communications		3	
POS 2041	American National Government		3	
MAC 1114	Trigonometry		3	
	*Electives		4	

***Suggested Elective:**

ETD 1320C	Computer Drafting		2	
TOTAL 64				

BUSINESS ADMINISTRATION & MANAGEMENT TPA
(A.S. 2057)

Department Chair Sandra Shaw
Telephone # 439-5080
Program Faculty Names Sofia Klopp, 434-8265 &
Bill Graham, 434-5111

This program is designed for students who want to enter the world of business upon completion of two years of study. Basic theoretical knowledge is included, but the major emphasis is on application with maximum flexibility to explore various fields of vocational interest.

Course#	Title	Semester	Hours	Credit
General Education Requirements				15
ENC 1101	College Composition I		3	
	+ Humanities, AREA II		3	
MGF 1202	College Mathematics		3	
	OR			
MAC 1105	College Algebra		(3)	
HSC 2100	Health Concepts & Strategies		3	
	+ Social Sciences, AREA V		3	
Business Core Requirements				49
MTB 1103	Business Mathematics I		3	
GEB 1011	Introduction to Business		3	
MAR 2011	Principles of Marketing		3	
MNA 2345	Principles of Supervision		3	
	OR			
MNA 2100	Human Relations		(3)	
ENC 1102	College Composition II		3	
	OR			
OST 2335	Business Communications		(4)	
	OR			
ENC 1151	Applied Communications		(3)	
APA 1111	Bookkeeping		3	
SPC 1016	Fundamentals of Speech			
	Communication		3	
CGS 1570	Microcomputer Applications		3	
	General Electives		10	
	** Business Electives		15	

TOTAL 64

**Select from the areas of Accounting, Business, Computer Science, Legal Assisting, Economics, Management, Marketing, Real Estate and Office Systems Technology.

CHAPTER 8 - ASSOCIATE IN SCIENCE PROGRAMS

CHILD DEVELOPMENT & EDUCATION

Department Chairperson Dr. Michael Miles
 Contact Person Susan Haines
 Telephone # 439-8046

This program is designed to prepare caring professionals to enter the field of early childhood as an educator/care giver. The basic program provides the student with a thorough background in all aspects of child development as well as expanding his/her classroom knowledge into a practical hands-on teaching experience in either a traditional, Montessori or C.D.A. - based track.

The Center for Early Learning, located on the Central Campus, is a Montessori-based laboratory preschool. Students from a variety of disciplines utilize the observation room. The Center also serves as a practicum site for interns from both the traditional and Montessori education options. The Center serves 22 children, ages 2 1/2 to 5, from 8 a.m. to noon during the Fall, Winter, and Summer A terms. Children of students, staff and faculty are eligible to enroll.

Tuition is \$45 per week. The Center is staffed by three teachers.

Course#	Title	Semester	Hours	Credit
General Education Requirements				21
ENC 1101	College Composition I		3	
ENC 1102	College Composition II		3	
	OR			
ENC 1141	Writing About Literature		(3)	
SPC 1016	Fundamentals of Speech Communication		3	
MUL 1010	Music Appreciation		3	
	OR			
ARH 1000	Art Appreciation		(3)	
MGF 1106	Liberal Arts Mathematics		3	
BSC 1010	Principles of Biology		3	
ISS 1010	Introduction to the Social Sciences		3	
	OR			
SYG 2000	Introduction to Sociology		(3)	
	OR			
GEO 1010	Principles of Geography and Conservation		(3)	
Core Requirements				21
PSY 2012	General Psychology		3	
DEP 2102	*Child Growth and Development		3	
EEC 1001	Early Childhood Education		3	
CGS 1570	Microcomputers Applications		3	
HUN 1501	Nutrition		3	
HUS 1001	Introduction to Human Services		3	
	OR			
SYG 2430	* Marriage and Family		(3)	
	OR			
EDF 1030	Behavioral Management in Classroom		(3)	
HSC 1400	Standard First Aid and CPR		1	

DAA 1050	Fundamentals of Rhythmics	2
	OR	
PEM 1116	Aerobic Dance	(1)
and Select 1 Credit From The Following:		
CGS 1060	PC Starter	1
CGS 1561	Inside the PC	1
MGF 1109	Ratio and Proportion	1
STA 1021	Probability and Statistics	1
MUN 1310R	Concert Chorus	
MUN 2510R	Piano Vocal/Instrumental Accompanying	
HLP 1081	Physical Fitness I	1
PEM 2405	Self Defense	1

* Prerequisite: PSY 2012

CAREER TRACKS (Choose 1)**Traditional Track (A.S. 2342)**

CHD 1110	Infants and Toddlers	(FALL)	3
CHD 1220	Child Development		
	Infancy/Preschool	(WINTER)	3
EEC 1200	** Early Childhood Curriculum I	(FALL)	3
EEC 1311	** Early Childhood Curriculum II	(WINTER)	3
CHD 1440	** Early Childhood Practicum I	(FALL)	3
CHD 1441	** Early Childhood Practicum II	(WINTER)	3

Montessori Specialization Track (A.S. 2349)**

EEC 1006	Montessori Philosophy	(FALL)	3
EEC 2530	Montessori Curriculum I	(FALL)	3
EEC 2532	Montessori Curriculum II	(WINTER)	3
CHD 1220	Child Development, Infancy/Preschool	(WINTER)	3
EEC 2940	Montessori Teaching Practicum I	(FALL)	3
EEC 2941	Montessori Teaching Practicum II	(WINTER)	3

TOTAL 60

**Certificate Requirements Only (C.D.A. Track 28-348)

For information on this career track, please contact Career and Technical Education for classes and requirements.

CHAPTER 8 - ASSOCIATE IN SCIENCE PROGRAMS

COMPUTER INFORMATION SYSTEMS ANALYSIS TPA

Program Faculty Names Central Campus: Carol Grimm,
434-5134; Michael Copper, 434-5010;
Dr. Elizabeth Horvath, 439-8385
Eissey Campus: Bill Moon, 625-2417
South Campus: John Phillips,
367-4523; Don Voils, 367-4605
Glades Campus: Steve Scalabrin,
992-6164

The Computer Information Systems Analysis program has three tracks; the programming track emphasizes the ability to use programming languages, the applications track emphasizes the acquisition of skills in the use of application software, and the network specialist track emphasizes skills to setup and manage a local area network.

Course#	Title	Semester	Hours	Credit
General Education Requirements				12
ENC 1101	College Composition I		3	
	+ Humanities, AREA II		3	
See Options for Math requirements page 39				3
HSC 2100	Health Concepts & Strategies		3	
	+ Social Science, AREA V		3	
COMPUTER SYSTEMS CORE REQUIREMENTS				23
SPC 1016	Fundamentals of Speech Communication		3	
	OR			
OST 1332	Business Presentations		(3)	
CGS 1570	Microcomputer Applications		3	
COP 1002	Structured Programming		3	
CIS 2321	Systems and Applications		3	
Business/Computer Electives*				11

PROGRAMMING TRACK (A.S. 2126)				28
MAC 1105	College Algebra		3	
	OR			
MAC 1106	Liberal Arts Mathematics		(3)	
	OR			
MAC 1105	Finite Mathematics		(3)	
ECO 2013	Principles of Macroeconomics		3	
MNA 2100	Human Relations		3	
	OR			
ETI 2633	Industrial Relationships		(3)	
	** Programming Languages		12	
	*** Technical Electives		7	
APPLICATIONS TRACK (2124)				28
OST 2711	Word Processing		3	
CGS 1565	Microcomputer Operating Systems		3	
APA 1111	Bookkeeping I		3	
CGS 1513	Electronic Spreadsheet		3	
CGS 1543	Database Management		3	
MGF 1106	Liberal Arts Mathematics		3	
	** Programming Language Elective		3	
	*** Technical Electives		7	
NETWORK SPECIALIST TRACK (A.S. 2123)				28
CGS 1565	Microcomputer Operating Systems		3	
CEN 2503	Network Administration I		3	
CEN 2504	Network Administration II		3	
CEN 2522	Networking Technologies		3	
CEN 2507	Network Installation and Design		3	
CEN 2524	Network Service and Support		3	
COP 2822	Web Page Programming		1	
	Mathematics or Natural Science		3	
	*** Technical Electives		6	

TOTAL 63

*Suggested Business Electives: Bookkeeping, Financial Accounting, Introduction to Business or computer-related courses.

**Suggested Programming Languages: Programming in COBOL, RPG Programming, Programming in C++, Programming in Java, Visual BASIC Programming.

***Suggested Technical Electives: PC Online Services, Inside the PC, Desktop Publishing, Microcomputer Accounting, Intro to the Internet, Presentation Graphics, Microsoft Windows.

CHAPTER 8 - ASSOCIATE IN SCIENCE PROGRAMS

CRIMINAL JUSTICE TECHNOLOGY - CORRECTIONS & LAW ENFORCEMENT TPA

Program Manager Name Dr. Fred Van Dusen
Telephone # 439-8324

This program is designed to provide educational and practical experiences for corrections or law enforcement officers who wish to advance their careers. Students who are not certified officers in the state of Florida must complete the applicable Academy Certificate Programs in order to complete this degree.

Available within these programs is admission as either a corrections or a law enforcement student. Criminal Justice is a limited access program, and the admission requirements are the same for either certificate; however, the core curriculum is different.

Course#	Title	Semester	Hours	Credit
General Education Requirements				18
ENC 1101	College Composition I		3	
	+ Humanities, AREA II		3	
MAC 1105	College Algebra		3	
	OR			
STA 2023	Statistics	(3)		
HSC 2100	Health Concepts & Strategies		3	
	+ Science		3	
	+ Social Science		3	
Suggested Core Courses				15
CCJ 1010	Introduction to Criminology		3	
CCJ 1020	Administration of Criminal Justice		3	
CCJ 1400	Police Administration I		3	
CCJ 2210	Criminal Law		3	
CCJ 2500	Juvenile Delinquency		3	
CORRECTIONS OFFICER OPTION (A.S. 2605)				21
CJD 1700	Criminal Justice Legal I		3	
CJT 1771	Corrections Legal II		1	
CJD 1702C	Criminal Justice			
	Communications-Corrections		3	
CJD 1703C	Interpersonal Skills I-Corrections		3	
CJD 1740	Interpersonal Skills II-Corrections		3	
CJD 1254	Medical First Responder		1	
CJD 1742	Correctional Operations		3	
SPC1016	Fundamentals of Speech Communication		3	
HLP 1081	Physical Fitness I		1	
LAW ENFORCEMENT OFFICER OPTION (A.S. 2606)				21
CJD 1700	Criminal Justice Legal I		3	
CJD 1701	Criminal Justice Legal II		3	
CJD 1720	Law Enforcement Legal III			
CJD 1762	Criminal Justice Communications-			
	Law Enforcement		3	
CJD 1713C	Interpersonal Skills I-			
	Law Enforcement		3	
CJD 1724C	Law Enforcement Investigations		3	
CJD 1721C	Law Enforcement Patrol		2	
CJD 1254	Medical First Responder		1	
HLP 1081	Physical Fitness I		1	
SUGGESTED ELECTIVES:				6

Any transferable AS or AA degree credit courses

TOTAL 60

DRAFTING & DESIGN TECHNOLOGY TPA (A.S. 2178)

Department Chair Dr. Tom Steffen
Telephone # 439-8258
Program Faculty Name Phil Millard, 357-1355

This curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a sound foundation in the basics of drafting practice and in the sophomore year, presents drafting techniques in design areas within the scope of the draftsman.

Course#	Title	Semester	Hours	Credit
General Education Requirements				15
ENC 1101	College Composition I		3	
	+ Humanities, AREA II		3	
MAC 1105	College Algebra		3	
HSC 2100	Health Concepts & Strategies		3	
	+ Social Science,			
AREA V CORE REQUIREMENTS				47
EGS 1110	Engineering Graphics		3	
ETD 1320C	Computer Drafting		2	
ETD 1620C	Electrical Drafting		2	
ETD 1525C	Fabrication Drafting		3	
ETI 1411C	Manufacturing Processes		3	
MAC 1114	Trigonometry		3	
BCN 1210	Construction Materials		3	
BCN 2253C	Technical Design II		3	
ETD 2801C	Technical Illustration		3	
ETG 2537C	Properties & Testing of Materials		4	
PHY 1001	Applied Physics		3	
ETD 2350C	Advanced Computer Drafting		3	
ENC 1151	Applied Communications		3	
ETD 2455C	Machine/Mechanical Drafting		3	
ETI 2633	Industrial Relationships		3	
	Electives		3	
ELECTIVES				
ETD 2355C	Three-Dimensional CAD		3	
ETD 2331C	AutoLISP		3	
ETD 2332C	Customizing AutoCAD		3	
ETD 2352C	Modeling in 3D		2	
ETD 2377C	3D Studio Max I		3	
ETD 2378C	3D Studio Max II		3	
				TOTAL 62

CHAPTER 8 - ASSOCIATE IN SCIENCE PROGRAMS

ELECTRONICS ENGINEERING TECHNOLOGY (A.S. 2177)

Department Chair Dr. Tom Steffen
Telephone # 439-8258

Skilled technicians are needed to assist in the design, production, operation and servicing of electronic systems and equipment. They may work in laboratories assisting professional engineers and scientists or on the assembly line in testing and inspection; or apply their knowledge of science, mathematics and electronics to practical problems of design and construction on research and development. The result is to place the qualified graduate firmly in the technician category, between the skilled craftsman and the engineer, and provide a sound scientific foundation for further learning in the field.

Course#	Title	Semester	Hours	Credit
General Education Requirements				15
ENC 1101	College Composition I		3	
	+ Humanities, AREA II		3	
MAC 110S	College Algebra		3	
HSC 2100	Health Concepts & Strategies		3	
	+ Social Science, AREA V		3	
ELECTRONICS CORE REQUIREMENTS				53
CET 2112C	Logic Circuits		4	
EET 101S	DC Circuit Analysis		3	
EET 101SL	DC Circuit Analysis Laboratory		1	
CET 1123C	Microprocessors		4	
EST 2542C	Programmable Controllers		3	
EET 102S	AC Circuit Analysis		3	
EET 102SL	AC Circuit Analysis Laboratory		1	
ETD 1620C	Electrical Drafting		2	
MAC 1114	Trigonometry		3	
EET 2121	Electronics I		3	
EET 2121L	Electronics I Laboratory		1	
EET 2515C	AC and DC Motors/Generators		4	
EET 2122	Electronics II		3	
EET 2122L	Electronics II Laboratory		1	
ENC 1151	Applied Communications		3	
PHY 1001	Applied Physics		3	
EET 2322C	Communication Electronics		4	
	OR			
EST 2541C	Servo-Mechanism and Instrumentation		(4)	
ETI 2633	Industrial Relationships		3	
	Electives		4	
ELECTIVES:				
ETD 1320C	Computer Drafting		2	
ETD 2350	Advanced Computer Drafting		3	
TOTAL 68				

ENVIRONMENTAL HORTICULTURE TECHNOLOGY (A.S. 2191)

Program Faculty Names Andrea Daehnick, Deborah Price,
Joseph Lawson & Robert Barry
Telephone # 625-2589

This program is designed to prepare students for management and technical positions in the green industry. Positions are available at nurseries, garden centers, golf courses, resorts, design-build firms and maintenance companies. Courses are designed to provide a broad and well-rounded training for persons employed in the various segments of the horticulture industry.

Course#	Title	Semester	Hours	Credit
General Education Requirements				21
ENC 1101	College Composition I		3	
SPC 1016	Fundamentals of Speech Communication		3	
	+ Humanities, AREA II		3	
MGF 1106	Liberal Arts Mathematics		3	
HSC 2100	Health Concepts & Strategies		3	
CHM 101S	Principles of Chemistry		3	
	+ Social Science, AREA V		3	
CORE REQUIREMENTS				33
ORH 1010	Introduction to Horticulture		3	
ORH 2510	Ornamental Plant Identification I		3	
ORH 2220	Turfgrass Culture		3	
SOS 1102	Soils and Fertilizers		3	
GCO 2230	Pumping and Irrigation Systems		3	
PMA 2213	Plant Pest Management		3	
ORH 2412	Plant Physiology		3	
PLS 2220	Plant Propagation		3	
ORH 2949C	Work Experience/Internship		3	
IPM 1301	Pesticides		3	
ORH 2830	Introduction to Landscape Design			
ELECTIVES: (Choose two)				6
ORH 2232	Arboriculture		3	
ORH 2835	Computer-Aided Landscape Design		3	
ORH 2511	Ornamental Plant Identification II		3	
ORH 2253	Nursery Management		3	
ORH 1842	Landscape Construction		3	
ORH 2873	Interiorscape Design & Maintenance		3	
MAN 2021	Principles of Management		3	
APA 1111	Bookkeeping I		3	
BUL 2241	Business Law I		3	
MAN 2800	Small Business Management		3	
MNA 2345	Principles of Supervision		3	
CGS 1361	Introduction to Computers		3	
	OR			
CGS 1570	Microcomputer Applications		(3)	
TOTAL 60				

CHAPTER 8 - ASSOCIATE IN SCIENCE PROGRAMS

FILM, TELEVISION AND VIDEO PRODUCTION
TECHNOLOGY TPA (A.S. 2282)

Program Manager Name Mike Branstetter
 Telephone # 625-2371
 Fax # 625-2584
 Program Faculty Name Mike Branstetter

The A.S. Degree in Film, Television and Video Production Technology prepares students for entry level positions that may lead to mid-management employment. The student who completes the program will be able to work in a technical capacity. The program offers internship experience in cooperation with the local television and film industry, as well as through student film production projects. The film and television courses are offered on a block schedule that require students to enroll in two or more major courses each term. All general education and prerequisite courses must be taken at times that do not conflict with the film and television course offerings.

Course#	Title	Semester	Hours	Credit
General Education Requirements				18
ENC 1101	College Composition I		3	
	+ Humanities, AREA II		3	
	+ Mathematics, AREA III		3	
HSC 2100	Health Concepts & Strategies		3	
PSC 1101	Earth Science		3	
SYG 2000	Introduction to Sociology		3	
INTERMEDIATE CORE REQUIREMENTS				21
TPA 1200	Stagecraft I		3	
TPA 1211	Advanced Stagecraft		3	
PGY 1401C	Introduction to Photography		3	
RTV 2000	Fundamentals of Television Production		3	
RTV 2300C	Introduction to Broadcast Journalism		3	
FIL 1200	Motion Picture and Television Production I		3	
FIL 2100	Writing for Film, Television and Video		3	
ADVANCED CORE COURSES				22
FIL 1620C	Computer Application for Film, Television and Video		3	
FIL 2271C	Camera Techniques		3	
FIL 2272C	Lighting Techniques		3	
FIL 2273C	Gripping		3	
FIL 2274C	Editing		3	
FIL 2275C	Sound		3	
FIL 2200C	Motion Picture and Television Production II		4	
INTERNSHIPS				3
Students are required to participate in three internships for one credit each.				
FIL 2271L	Camera Internship		1	
FIL 2272L	Lighting Internship		1	
FIL 2273L	Gripping Internship		1	
FIL 2274L	Editing Internship		1	
FIL 2275L	Sound Internship		1	
TOTAL 64				

FIRE SCIENCE TECHNOLOGY (A.S. 2195)

Central Campus only

Program Manager Name Selma Verse
 Telephone # 439-8092

The curriculum is designed primarily for persons currently serving as fire fighters who wish to advance in various Fire Service categories.

Course#	Title	Semester	Hours	Credit
General Education Requirements				15
	Any A.A. degree Area II Humanities course		3	
	Any A.A. degree Area IV Science course (except HSC 2100)		3	
SPC 1016	Fundamentals of Speech Communications		3	
POS 2112	American State and Local Government		3	
	OR			
	Any A.A. degree Area V Social Science course		(3)	
ENC 1101	College Composition		3	
TECHNICAL CORE REQUIREMENTS				45
MNA 2303	Introduction to Public Personnel Management		3	
MTB 1103	Business Math I		3	
	OR			
	Any AA degree Area III Math course		(3)	
CGS 1570	Microcomputer Applications*		3	
FFP 1200	Fire Prevention		3	
FFP 2100	Fire Service Administration		3	
FFP 2130	Company Officer Leadership I		3	
FFP 2150	Instructional Methodology		3	
FFP 2320	Building Construction for Fire Protection		3	
FFP 2410	Fire Service Tactics and Strategies		3	
FFP 2500	Hazardous Materials for Emergency Operations		3	
ELECTIVE COURSES				15
Select any five elective courses from the list below				
FFP 1600	Fire Apparatus and Equipment		3	
FFP 1620	Private Fire Protection		3	
FFP 1640	Fire Hydraulics		3	
FFP 2101	Advanced Fire Service Administration		3	
FFP 2135	Company Officer Leadership II		3	
FFP 2240	Fire Investigation and Arson Detection		3	
FFP 2300	Related Fire Codes and Standards		3	
FFP 2326	Blueprint Reading & Plans Examination		3	
FFP 2501	Hazardous Materials II		3	
HSC 2100	Health Concepts & Strategies		3	
TOTAL 75				

CHAPTER 8 - ASSOCIATE IN SCIENCE PROGRAMS

GRAPHIC DESIGN TPA (A.S. 2011)

Program Manager Name Timothy R. Eichner
 Telephone # 439-8319
 Program Faculty Name Gene Arant & Sandra Williams

This program is designed to prepare the student to enter the graphic design field. It is required that the student develop a portfolio which will be necessary for employment in this field.

Consultation with an art adviser or the art program leader is necessary to ensure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. It is the responsibility of the art students to compile a portfolio which will contain examples of their best work in each art course.

Course#	Title	Semester	Hours	Credit
General Education Requirements				
				15

In addition to the 15 credits in general education as listed on page 39, the student should complete the following courses:

Course#	Title	Semester	Hours	Credit
Core Requirements				
				18

ART 1201C	Design Fundamentals		3	
ART 1300C	Drawing Fundamentals		3	

Upon completion of the above courses, the student should take the following prerequisites:

GRA 2800C	Introduction to Macintosh Graphics		3	
PGY 1401C	Introduction to Photography		3	
GRA 1530C	Typography I		3	
ART 1230C	Advertising Design I		3	

Course#	Title	Semester	Hours	Credit
Suggested Graphic Design Electives:				
				31

The student should select from the following courses for completion of the requirements for the degree:

GRA 1531	Typography II		3	
GRA 2811C	Macintosh Adobe Photoshop I		3	
GRA 2808C	Macintosh Adobe Illustrator I		3	
GRA 2814C	Macintosh QuarkXpress I		3	
ART 2231C	Advertising Design II		3	
ART 1301C	Intermediate Drawing		3	
PGY 1110C	Color Photography I		3	
ART 2232C	Advertising Design III		3	
GRA 2809C	Macintosh Adobe Illustrator II		3	
GRA 2812C	Macintosh Adobe Photoshop II		3	
GRA 2815C	Macintosh QuarkXpress II		3	
CGS 1060	PC Starter		1	

TOTAL 64

candidate will follow one of the two subject tracks described below which will address his/her particular need or interest.

Course#	Title	Semester	Hours	Credit
General Education Requirements				
				15

ENC 1101	College Composition I		3	
ARH 1000	**Art Appreciation		3	
BSC 1050	**Environmental Conservation		3	
SYG 2000	**Introduction to Sociology		3	
SPC 1016	Fundamentals of Speech Communication		3	
**See Program Leader				

Course#	Title	Semester	Hours	Credit
Hospitality Core Requirements				
				25

FOS 1201	Food Service-Sanitation		2	
FSS 1220C	Professional Cooking I		3	
HFT 1850C	Dining Room Management		3	
FSS 1221C	Quantity Food Production I		4	
FSS 2500	Food and Beverage Cost Control		3	
HFT 2220	Personnel Management Practices		3	
ACG 2022	Financial Accounting		4	
CGS 1570	Microcomputer Applications		3	

Course#	Title	Semester	Hours	Credit
HOTEL/MOTEL TRACK (A.S. 2060)				
				24

HFT 1000	++Introduction to the Hospitality Business		3	
HFT 2300	Housekeeping Management		3	
HFT 2410	Hotel-Motel Front Office Administration and Procedures		3	
Electives (see list below)				15

Course#	Title	Semester	Hours	Credit
RESTAURANT TRACK (A.S. 2049)				
				24

FSS 1300	++Intro to Food Service Management		3	
HUN 1001	Basic Nutrition		3	
FSS 2100	Purchasing for the Hospitality Industry		3	
FSS 2246C	Baking		4	
FSS 2248C	Pastry and Garde Manger I		4	
Electives (see list below)				7

Electives:

OST 1332	Business Presentations		3	
HFT 1700	Tourism and the Hospitality Industry		3	
HFT 1949C	Co-op: Hospitality Management I		3	
HFT 2434	Club Management		3	
HFT 2510	Sales Promotion and Advertising in Hotels and Food Service Establishments		3	
HFT 2949C	Co-op: Hospitality Management II		3	
FSS 1270	Understanding Wine and Spirits		3	
FSS 1100	Menu Planning and Merchandising		3	
FSS 1222C	Quantity Food Production II		4	
FSS 2249C	Pastry and Garde Manger II		4	
BUL 2241	Business Law		3	

TOTAL CREDITS 64

++Student should take in first term upon entering program.

Chef's Training Program: The Chef's Training Program combines on-the-job training with formal classroom instruction offered in partnership with the Palm Beach County Chef's Association and under the guidance of the American Culinary Federation Education Institute and the Florida Department of Labor and Education. Applicants must meet entry requirements of the Chef's Association and the College. See the Hospitality Management program leader for details.

HOSPITALITY MANAGEMENT CENTRAL CAMPUS ONLY

Program Leader Danny Fontenot
 Telephone # 439-8125
 Program Faculty Name Heidi Cipolla

This program prepares the student for a management career in the hospitality industry as well as other allied fields. The degree

CHAPTER 8 - ASSOCIATE IN SCIENCE PROGRAMS

HUMAN SERVICES (A.S. 2345)

Program Manager Name Kathleen Bey
Telephone # 434-5136

The Human Services specialist is a caring, concerned, professionally trained individual, with the knowledge, skills and attitudes essential for this helping profession. He/she will be equipped to make a useful contribution in meeting the needs of individuals and groups of people whose problems require professional assistance. This innovative program trains a student to be a beginning professional in just two years.

Upon graduation from this two-year program, the students are quickly employed in such areas as children's services, family counseling, working with juveniles and adolescents, drug and alcohol abuse, counseling the elderly, the socially and economically handicapped, the mentally or emotionally handicapped and many others who need help. The students become counselors, interviewers, outreach workers, case managers, behavior modification specialists, etc.

An important part of the program at Palm Beach Community College is the supervised clinical field work experience which the student receives in an agency, organization or program of his/her choice. Here the student receives on-the-job training, under the supervision of experienced professionals. Many students are offered jobs while in their fieldwork experience training.

Course#	Title	Semester	Hours	Credit
General Education Requirements				24
ENC 1101	College Composition I		3	
ENC 1102	College Composition II		3	
SPC 1600	Fundamentals of Speech Communication		3	
	Humanities, AREA II		3	
MGF 1106	Liberal Arts Mathematics		3	
	Natural Science, AREA IV		3	
HSC 2100	Health Concepts & Strategies		3	
SYG 2000	Introduction to Sociology		3	
CORE REQUIREMENTS				41
PSY 2012	General Psychology		3	
DEP 2102	*Child Growth and Development		3	
SYG 2430	Marriage and Family		3	
CLP 2002	*Personality Development & Adjustment		3	
SYG 2361	Death and Dying		3	
HUS 1001	Introduction to Human Services		3	
HUS 1100	Counseling and Interviewing		3	
HUS 1200	Principles of Group Dynamics		3	
HUS 2520	Psychotherapy: Theory and Practice		3	
HUS 1850	Field Work in Human Services I		2	
HUS 1850L	Field Work in Human Services I Internship		3	
HUS 2851	Field Work in Human Services II		2	
HUS 2851L	Field Work in Human Services II Internship		3	
HUS 1531	Counseling the Chemically Dependent Person OR		3	

GEY 2000	Gerontology	(3)
HSC 1400	Standard First Aid and CPR	1
*Prerequisite: Psy 2012		

TOTAL 65

INDUSTRIAL MANAGEMENT TECHNOLOGY (A.S. 2193)

Department Chair Dr. Tom Steffen
Telephone# 439-8258
Program Faculty Name Sofia Klopp, 439-8264

This program is designed to provide additional competencies for administrative, managerial, supervisory and technical discipline area for personnel who have mastered technical proficiencies from prior training programs or work experience.

Course#	Title	Semester	Hours	Credit
General Education Requirements				15
ENC 1101	College Composition I		3	
	+Humanities, AREA II		3	
MAC 1105	College Algebra		3	
HSC 2100	Health Concepts & Strategies		3	
	+Social Science, AREA V		3	
INDUSTRIAL MGMT CORE REQUIREMENTS				6
ENC 1151	Applied Communications OR		3	
SPC 1016	Fundamentals of Speech Communication		(3)	
MNA 2100	Human Relations		3	
MANAGERIAL/SUPERVISORY CORE				12
GEB 1011	Introduction to Business		3	
MAN 2021	Principles of Management		3	
MNA 2345	Principles of Supervision		3	
MAN 2800	Small Business Management		3	
CGS 1570	Microcomputer Applications		3	
BCN 2712	Construction Supervision Procedure		3	
BUL 2241	Business Law I		3	
BUL 2242	Business Law II		3	
ETI 2131	Statistical Process Control (SPC)		3	
TI 2133	Advanced Statistical Process Control		3	
Business Elective				3

TECHNICAL CORE
Minimum of eight credits and a maximum of 27 credits required may be selected using courses with any of the following prefixes: BCN, ETI, EET, SUR, CET, EGN, ETD, ETM, CGS, EGS and ETG.

A maximum of 22 credits towards the 60 credits required for this degree may be awarded for experiential learning.

TOTAL 60

CHAPTER 8 - ASSOCIATE IN SCIENCE PROGRAMS

INTERIOR DESIGN TECHNOLOGY (A.S. 2012)

Program Manager Name Zenaida Young
 Telephone # 439-8301
 Program Faculty Name Zenaida Young

This program has been established to meet requirements set forth by FIDER (Foundation for Interior Design Education Research). Upon completion of this program, the graduating student is qualified to enter the design profession as an interior design assistant. Some of the responsibilities include: selection and arrangement of interior furnishings, materials and space planning; prepare drawings and business documents; and, among others, assist interior designers or architects in commercial or residential projects.

Consultation with an adviser is essential to ensure proper sequence of courses. Students are required to submit a portfolio of their work when seeking employment. It is the responsibility of all art students to complete a portfolio.

Course#	Title	Semester	Hours	Credit
General Education Requirements				16
ENC 1101	College Composition I		3	
ARH 1000	Art Appreciation		3	
MGF 1111	Geometry		1	
HSC 2100	Health Concepts & Strategies		3	
BSC 1050	Environmental Conservation		3	
SYG 2000	Introduction to Sociology		3	

INTERIOR DESIGN CORE REQUIREMENTS

				54
FALL I				
IND 1025	Fundamentals of Color and Design		3	
IND 2100	History of Interiors I		3	
IND 1012C	Interior Design Studio I		3	
IND 1401C	Technical Design I		3	
WINTER I				
BCN 2253C	Technical Design II		3	
IND 2130	History of Interiors II		3	
IND 1015C	Interior Design Studio II		3	
IND 2331C	Interior Design Graphics I		3	
SUMMER I				
ENC 1151	Applied Communications		3	
FALL II				
ETD 1320C	Computer Drafting		3	
IND 2420	Products & Materials of Interior Design		3	
IND 1019C	Interior Design Studio III		3	
CGS 1510	Electronic Spreadsheet		1	
IND 1430C	Technical Design III		3	
WINTER II				
CGS 1510	Electronic Spreadsheet		1	
IND 2429	Textiles for the Interiors		3	
IND 2011	Business Procedures for Interior Designers		3	
IND 2010C	Interior Design Studio IV		3	
ETD 1320C	Computer Drafting		3	
SUMMER II				
IND 2941C	Interior Design Internship		3	
TOTAL 70				

SUGGESTED ELECTIVES: (Additional)

IND 2527C	Advanced Portfolio Interior Design	3
IND 2332C	Model Building	3
PGY 1401C	Introduction to Photography	3

LEGAL ASSISTING (A.S. 2505)

Program Manager Name Dr. Allan M. Gerson
 Telephone # 625-2436
 Program Faculty Name Dr. Barbara Scheffer, 625-2513
 Central Campus: Karen Gatozzi, 434-5043

There is a growing need for educated, well-trained legal assistants in our community. Not only law firms, but corporations, banks, real estate and government offices are more in need of the services and skills of competent legal assistants.

This program leads toward an associate in science degree and qualification for employment as a legal assistant or technician in law-related occupations, including public and private law practice and/or corporate or government law-related activities. Under the supervision and direction of a lawyer, the legal assistant is trained to provide the following services:

1. Apply knowledge of law and legal procedures in rendering direct assistance to lawyers engaged in legal research.
2. Design, develop or plan modifications of new procedures, techniques, services, processes or applications.
3. Prepare legal documents or write detailed procedures for engaging in the practice in certain fields of law.
4. Select, compile and use technical information from such references as digests, encyclopedias or practice manuals.
5. Analyze and follow procedural problems that involve independent decisions.

The National Association of Legal Assistants, which is an independent organization not affiliated with this or any other program, school or university, administers a comprehensive two-day examination to qualified candidates and grants successful examinees the status of Certified Legal Assistant (CLA).

All program graduates who meet the other testing requirements of the National Association are strongly encouraged to sit for this examination.

Course#	Title	Semester	Hours	Credit
General Education Requirements				18
ENC 1101	College Composition I		3	
	+ Humanities, AREA II		3	
MAC 1105	College Algebra		3	
	OR			
MGF 1106	Liberal Arts Mathematics		(3)	
HSC 2100	Health Concepts & Strategies		3	
	+ Natural Science, AREA IV		3	
	+ Social Science, AREA V		3	

CHAPTER 8 - ASSOCIATE IN SCIENCE PROGRAMS

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CORE REQUIREMENTS

PLA 1003	Introduction to Legal Technology	3
BUL 2241	Business Law I	3
BUL 2242	Business Law II	3
PLA 1104	Legal Writing and Research I	3
PLA 2114	Legal Writing and Research II	3
PLA 2504	Real Estate Law and Property Transactions I	3
PLA 2513	Real Estate Law and Property Transactions II	3
PLA 1203	Preparing Negligence Cases	3
PLA 2603	Administration of Estates I	3
PLA 2483	Administrative Law	3
PLA 2223	Court System: Procedures & Pleadings I	3
PLA 2233	Court Systems: Procedures & Pleadings II	3
ENC 1102	Freshman Communications II	3
SPC 1016	Fundamentals of Speech	3
CHOOSE FROM THESE ELECTIVES:		
CCJ 2210	Criminal Law	3
CCJ 2230	Laws of Evidence	3
CGS 1361	Introduction to Computers	3
PLA 1949C	Co-Op: Legal Assistant I	3
PLA 2803	Family Law	3
PLA 2949C	Co-Op: Legal Assistant II	3
POS 2112	American State and Local Government	3
REE 2440	Abstracts and Titles I	3

TOTAL 64

MARKETING MANAGEMENT TPA

Department Chair	Sandra Shaw
Telephone #	434-5080
Program Faculty Name	Susan Thompson, 434-5004

The Marketing Management program has two options: retail and management. The retail track prepares the student for a position in distributive fields which require a high level of competence in a range of business knowledge and skills. The management track prepares the student for mid-management and supervisory level positions.

Course#	Title	Semester	Hours	Credit
General Education Requirements				15
ENC 1101	College Composition I		3	
	+Humanities, AREA II		3	
MGF 1202	College Mathematics		3	
	OR			
MAC 1105	College Algebra		(3)	
HSC 2100	Health Concepts & Strategies		3	
	+Social Science, AREA V		3	
MARKETING CORE REQUIREMENTS				33
MKA 1041	Principles of Retailing I		3	
MAR 2011	Principles of Marketing		3	
MTB 1103	Business Mathematics I		3	
MKA 2021	Salesmanship		3	
CGS 1570	Microcomputer Applications		3	
MNA 2100	Human Relations		3	
MKA 1511	Advertising/Public Relations		3	
APA 1111	Bookkeeping I		3	
SPC 1016	Fundamentals of Speech			
	Communication		3	
MNA 2345	Principles of Supervision		3	
MAN 2800	Small Business Management		3	
RETAILING TRACK (A.S. 2055)				16
MKA 2042	Principles of Retailing II		3	
OST 2335	Business Communications		4	
	General Electives		6	
	Business or Design Elective		3	
MANAGEMENT TRACK (A.S. 2046)				16
ENC 1102	College Composition II		3	
MAN 2021	Principles of Management		3	
BUL 2241	Business Law I		3	
	General Electives		7	
TOTAL 64				

CHAPTER 8 - ASSOCIATE IN SCIENCE PROGRAMS

OFFICE SYSTEMS TECHNOLOGY TPA

Program Faculty Name Lisa Arias
Telephone # 357-1350

The Office Systems Technology program has two options: Office Systems or Word Processing. The office systems track prepares the student for employment as top-level secretaries and administrative assistants. The word processing track trains students for employment in the field of word and information processing systems.

Course#	Title	Semester	Hours	Credit
General Education Requirements				15
ENC 1101	College Composition I		3	
	+ Humanities, AREA II		3	
	Mathematics or Science		3	
HSC 2100	Health Concepts & Strategies		3	
	+ Social Science, AREA V		3	
OFFICE SYSTEMS CORE REQUIREMENTS				28
CGS 1570	Microcomputer Applications		3	
OST 2711	Word Processing		3	
OST 1100C	Beginning Keyboarding		3	
SPC 1016	Fundamentals of Speech Communication		3	
	OR			
OST 1332	Business Presentations		(3)	
CGS 1513	Electronic Spreadsheet		3	
OST 2335	Business Communications		4	
OST 2603	Machine Transcription		3	
OST 2402	Office Procedures and Technology		4	
OST 1831	Microsoft Windows		1	
OST 2339	Business English Review		1	
OFFICE SYSTEMS TRACK (A.S. 2514)				20
OST 1211C	Shorthand I		3	
MTB 1103	Business Mathematics I		3	
OST 1110C	Intermediate Keyboarding		3	
APA 1111	Bookkeeping I		3	
	* General Electives		8	
WORD PROCESSING TRACK (A.S. 2518)				20
OST 1811	Desktop Publishing		3	
OST 1110C	Intermediate Keyboarding		3	
MNA 2345	Principles of Supervision		3	
	OR			
MAN 2021	Principles of Management		(3)	
	* General Electives		11	
				TOTAL 63

*Electives: Business, Computer Science or Office Systems Technology Courses.

PROFESSIONAL PILOT TECHNOLOGY

Department Chair Dr. Tom Steffen
Telephone # 439-8258
Program Faculty Name Peggy Lang, 434-5002

The Professional Pilot Option is designed to prepare students to become commercial pilots. In addition to the necessary ground schools, a broad study of all aspects of aviation and general education subjects is emphasized to further a career in aviation.

The following credit shall be given if the student holds these licenses:

Private License 6 credit hours

ATT 1100, ATF 1100

Instrument License 12 credit hours

ATT 1100, ATT 2120, ATF 1100, ATF 2300

Commercial License 12 credit hours

ATT 1100, ATF 1100, ATF 2200, ATT 2110

Aviation Technology Flight

Students enrolling in the Professional Pilot Technology AS degree program at Palm Beach Community College must follow these procedures to receive credits for flight courses required to complete the AS degree.

1. All flight time must be logged and certified by an appropriate FAA certified flight instructor for the rating which credit is being sought.
2. Minimum flight time requirements for part 61 or part 141 FARs must be met.
3. All written examinations required for the rating sought must be passed with at least a minimum grade as specified by the FAA.
4. Written proof of passing the required FAA check ride must be submitted to the instructor or division chairperson before credit may be granted for the following courses:
5. Proof of passing the appropriate FAA written examination with a mark of 85 percent or higher will be considered for credit for the following ground-school courses when appropriately documented and submitted to the instructor or division chairperson: ATT 1100 and ATT 2120.

To qualify for reduced flight-time requirements under part 141, the student must take flight training from an approved flight school and ground training from an approved ground school.

The instructor or department chairperson will provide a list of currently approved flight schools for the student to select, and the college-offered courses will serve to meet the 141 ground-school requirements. The Maintenance Management and the Operations Tracks are designed to allow individuals who currently hold an Airframe and Powerplant Mechanics license issued by the FAA to pursue a two-year degree which will give them management skills and knowledge for advancement within the aviation maintenance industry.

College credit will be awarded for the following current FAA licenses toward this AS degree Track:

Powerplant Mechanic 12 credit hours

Airframe Mechanic 12 credit hours

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CHAPTER 8 - ASSOCIATE IN SCIENCE PROGRAMS

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Students should check with their advisers for specific courses that may be required by some upper-division schools and to ensure proper sequence of courses.

Course#	Title	Semester	Hours	Credit
General Education Requirements				15
ENC 1101	College Composition I		3	
	+ Humanities, AREA II		3	
MAC 1105	College Algebra		3	
HSC 2100	Health Concepts & Strategies		3	
	+ Social Science, AREA V		3	

PROFESSIONAL PILOT CORE REQUIREMENT 8

ASC 1310	Aero-Safety Regulations		2	
ENC 1151	Applied Communications		3	
AVM 2010	Aerospace and Air Travel		3	
	OR			
ATT 2130	Certified Flight Inst		(1)	
	AND			
ATF 2500	Flight-Instructor		(1)	
	AND			
ATF 2400	Multi-Engine Flight		(1)	

PROFESSIONAL PILOT TRACK (A.S. 2197) 40

ATT 1100	Private Pilot Ground School		3	
ASC 1640	Propulsion Systems		3	
ASC 2550	Aerodynamics		3	
ATF 1100	Flight - Private		3	
ATF 1150	Intermediate Flight Lab		1	
ATF 1600	Basic Flight Simulator		1	
ATF 2250	Advanced Flight Lab		1	
CGS 1060	PC Starter		1	
ASC 1210	Aero-Meteorology		3	
ATF 2200	Flight - Commercial		3	
ATF 2605	Intermediate Flight Simulator		1	
ASC 1101	Aero-Navigation		3	
ATT 2120	Instrument Ground School		3	
ATF 2300	Flight - Instrument		3	
ATF 2610	Advanced Instrument Flight Simulator		1	
ATT 2110	Commercial Ground School/			
	CRM Multi-Engine		3	
PHY 1001	Applied Physics		3	
	Elective		1	

OPERATIONS TRACK (A.S. 2172) 40

ECO 2013	Principles of Macroeconomics		3	
MAN 2800	Small Business Managements		3	
ATT 1100	Private Pilot Ground School		3	
ASC 1640	Propulsion Systems		3	
CGS 1361	Introduction to Computers		3	
GEB 1011	Introduction to Business		3	
BUL 2241	Business Law I		3	
MAN 2021	Principles of Management		3	
PSC 1101	Earth Science		3	
POS 1001	Introduction to Political Science		3	
PHY 1001	Applied Physics		3	
ACG 2022	Financial Accounting		4	
	Elective(s)		3	

MAINTENANCE MANAGEMENT TRACK (A.S. 2171)				40
CGS 1060	PC Starter		1	
PHY 1001	Applied Physics		3	
GEB 1011	Introduction to Business		3	
BUL 2241	Business Law I		3	
MAN 2021	Principles of Management		3	
ASC 1210	Aero-Meteorology		3	
	Power Plant License		12	
	Airframe License		12	
TOTAL 64				

THEATER AND ENTERTAINMENT TECHNOLOGY

Program Manager Name	Allen Webber
Telephone #	439-8144
Program Faculty Name	Michael McMullen
	David Gible

General Music Option, Popular Music and Jazz Option, Music Theater Option, Dance Option. All students must take the general education core courses. There are three music options and one dance option from which to choose: General Music Track Option, Popular Music and Jazz Option, Music Theater Option and Dance Option.

The General Music Option is a basic program of studies designed to assist those engaged in teaching, performing, or conducting music. The music electives in the program may be selected to benefit the student in his particular area of specialization, such as sacred music or private teaching.

The Popular Music and Jazz Option prepares students for professional careers in pop, jazz, rock, and commercial music—performer, arranger and/or composer.

The Music Theater Option prepares the student for a professional career in Music Theater as singer-dancer-actor or technician.

The Dance Option is designed to prepare students for a professional career in dance. Dance classes are conducted at Klein Dance. Placement auditions for all dance students are required to determine entry level and advancement. To arrange placement auditions, telephone Klein Dance at 561-586-1889.

Course#	Title	Semester	Hours	Credit
General Education Requirements				18
ENC 1101	College Composition I		3	
MUL 1010	Music Appreciation		3	
MGF 1106	Liberal Arts Mathematics		3	
HSC 2100	Health Concepts & Strategies		3	
BSC 1050	Environmental Conservation		3	
SYG 2000	Introduction to Sociology		3	
GENERAL MUSIC OPTION (A.S. 2274)				46
FALL I				
ENC 1151	Applied Communication		3	
MUT 1111	** Music Theory I		3	
MUT 1241	Ear Training and Sight Singing I		1	
MVK 1111A	* Class Instruction - Piano I		1	
MUS 0010L	Recital Seminar		0	

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MUS 0010L	Recital Seminar	0
MUT 1112	Music Theory II	3
MUT 1242	Ear Training and Sight Singing II	1
MVK 1111B	*Class Instruction - Piano II	1
TPP 2510	Movement for the Theater	3
TPP 2300	Dramatic Literature	3
	* Applied Music	3
	Ensembles	1

		SUMMER I
THE 1000	Theater Appreciation	3
		FALL II
MUC 2302	Introduction to Electronic Music II	3
MUS 0010L	Recital Seminar	0
MUT 1351	Jazz Arranging I	3
TPA 2200	Introduction to Stagecraft I	3
THE 2925L	Play Production Lab	1
	* Applied Music	2
	Ensembles	1

		WINTER II	
	* Applied Music		2
MUS 0010L	Recital Seminar		0
Ensembles			1

		FALL I
ENC 1151	Applied Communication	3
	Dance Electives	7
MUT 1001	Fundamentals of Music	3
DAN 1603	Music for Dance	3

TPP 2110	Acting I	3
TPP 2510	Movement for the Theater	3
	Dance Electives	7
MUS 0010	Recital Seminar	0

FALL II		
MUT 1352	Jazz Arranging II	3
MUT 2116	Music Theory III	3
MUT 2246	Ear Training and Sight Singing III	1
WINTER II		
	Music Electives	5

MUSIC THEATER OPTION (A.S. 2284)
FALL I

TOTAL 64

*Auditions are required for placement in Applied Music courses (both class and private lessons). **Placement examination is required for Music Theory. Students who do not qualify for Theory I are first required to take MUIT 1001 Fundamentals of Music. NOTE: Attendance at Recital Seminar is required each semester.

CHAPTER 8 - ALLIED HEALTH PROGRAMS

**DENTAL HYGIENE TPA - (A.S. 2150)
CENTRAL CAMPUS ONLY (LIMITED ACCESS)**

Program Major Code	2150
Department Chair Name	Nancy C. Zinser
Telephone#	439-8098
Program Faculty Name	Beth Kuzmirek; M. Helene Colbert; Judith McCauley

The Dental Hygiene program is accredited by the ADA Commission on Dental Accreditation approved by the Florida State Board of Dentistry. The program leads to an AS degree and is approximately 21 months in length, not including the time necessary to complete the listed general education and non-technical program core courses. It begins with the fall term of each year, and is structured as a daytime program only. Graduates are eligible to take National and State or Regional Board Examinations to become licensed dental hygienists.

Courses may articulate from an ADA Commission on Dental Accreditation dental assisting program, and a possibility of up to 20 credit hours may be accepted toward the AS degree in dental hygiene. Students from other formal dental programs may be given credit for their experience through challenge or other means of evaluation.

All dental hygiene courses must be taken in sequence, and a grade of C or better must be earned in the clinical, laboratory and lecture areas of these courses. A grade of C or better must also be earned in all other course requirements for the AS degree in dental hygiene. All dental science and general science courses must have been taken within the past five years.

Requirements for Consideration for Selection

The following minimum criteria are established to be eligible for placement in the selection pool, and must be met by the application deadline date. Meeting minimum criteria for selection does not guarantee admission to the Dental Hygiene program. Final selection will be made using a point system which credits the number of required general education and non-technical program core courses completed with a grade of C or better at the time of application (see lists at beginning of this section), grade point average of required basic sciences completed by the time of application (all attempts), dental assistant work experience, formal education in dental assisting and completion of any or all of the non-required courses HSC 1000, HSC 1400, HSC 2100, HSC 2531 or SLS 1501. For further details regarding the point system, see the Dental Hygiene application form, or contact Dental Health Services at 561/439-8313.

If a student is selected and does not enter the program, or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline(s)

The applicant must submit a completed Dental Hygiene application package (including transcripts) to the Limited Access Program Office on Central Campus by May 31 of each year in order to be eligible for consideration for selection to the program. The Dental Hygiene application fee is non-refundable. Applicants who have never been students at PBCC will also have to submit a one-time general college application and fee.

Currently enrolled or former PBCC students in credit/vocational credit courses do not have to submit a general college application and fee.

2. Academic High School Diploma or GED

Proof of an academic high school diploma or an English language GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Central Campus.

4. Cumulative Grade Point Average

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

5. Placement Test Scores

Placement tests must be taken and scores meet minimum requirements for entrance into college level English and math courses. If scores do not meet minimum requirements, prescribed remediation must have been successfully completed by the application deadline. Completion with a grade of C or higher of a minimum of 3 college credits in math and/or English may be used in lieu of placement test scores to be eligible for consideration for selection into the program.

6. Medical Exam

Not required for application to this program (see 8.C. and 8.D. below).

7. Program Interview/Counseling

All students are strongly urged to speak with a staff member in the program as early as possible prior to application. Call 561/439-8095 for an appointment.

8. Special Notes

A. Applicants who have completed an articulated, accredited dental assisting program at this or another state of Florida institution must have passed all courses in that program with a grade of C or higher to be considered for selection for admission.

B. Except for applicants mentioned in A above, all students accepted into the program must have completed all required natural science courses with a grade of C or better prior to the beginning of the Dental Hygiene program (but no earlier than five years prior to the application deadline date). See list of required sciences at the end of this section.

C. Once officially accepted into the Dental Hygiene program, a dental and medical examination on PBCC Allied Health examination forms dated within one year prior to the start of the program must be submitted by the applicant.

D. All accepted applicants for the Dental Hygiene program are strongly encouraged to be currently immunized against communicable diseases, including hepatitis B. Documentation of completion of or refusal to obtain hepatitis B immunization must be provided upon entrance into the program.

E. Certification in Cardiopulmonary Resuscitation ("CPR For The Professional Rescuer") must be current by the beginning of the program. Check with the program if information is needed regarding where and how to obtain certification.

CHAPTER 8 - ALLIED HEALTH PROGRAMS

continued from page 55

F. Student Accident/Health insurance must be currently active while a student is attending PBCC. Students must provide documented proof of a current health and accident policy during each enrollment period of the program.

G. If a student has withdrawn from or received a grade of less than C in a Dental Hygiene program course and wishes to re-enter the program, he/she must reapply for a position in the following year's class on a space-available basis. That student will then be required to: 1) repeat the failed or withdrawn course and 2) repeat for audit his/her last successfully completed clinical course. If a student has two separate failures in any course or courses with the prefixes DEH, DES, DEA (from either the Dental Hygiene or Assisting program) he/she will be ineligible for initial selection for admission to, or may not re-enter, the Dental Hygiene program.

Course#	Title	Semester	Hours	Credit
General Education Requirements				12

ENC 1101	College Composition I		3	
SPC 1016	Fundamentals of Speech Communication		3	
	+ Humanities, AREA II		3	
SYG 2000	Introduction to Sociology		3	

NON-TECHNICAL CORE REQUIREMENTS 6

PSY 2012	General Psychology		3	
MTB 1103	Business Mathematics I		3	
	OR			
MAT 1033	Intermediate Algebra		(3)	
	OR			
	Any AA degree mathematics course		(3)	

NATURAL SCIENCE REQUIREMENT 18

HUN 1201	Elements of Nutrition		3	
CHM 1015	Principles of Chemistry		3	
BSC 1085	Anatomy & Physiology I		3	
BSC 1085L	Anatomy & Physiology I Lab		1	
BSC 1086	Anatomy & Physiology II		3	
BSC 1086L	Anatomy & Physiology II Lab		1	
MCB 2010	Microbiology		3	
MCB 2010L	Microbiology Lab		1	

TECHNICAL CORE REQUIREMENTS

(taken in sequence)

Freshman Year:

Course#	Title	Semester	Hours	Credit
DES 1800	Introduction to Clinical Procedures		3**	
DES 1800L	Introduction to Clinical Procedures Lab		1**	
DES 1200	Dental Radiology		3**	
DES 1100	Dental Materials		3**	
DES 1600	Office Emergencies		1**	
DES 1020	Dental Anatomy		3**	
DEH 1003	Dental Hygiene Instrumentation		1	
DEH 1003L	Dental Hygiene Instrumentation Lab		2	
DES 1840	Preventive Dentistry		2**	

DEH 1530C	Expanded Functions		2**	
DES 2050	Pharmacology		2	
DES 1030	Oral Embryology and Histology		1	
DEH 1800CA	Dental Hygiene I		5	
DEH 1802C	Dental Hygiene II		2	

TOTAL 31

Sophomore Year:

Course#	Title	Semester	Hours	Credit
Fall Winter				
DEH 2900	Compromised Patient		1	
DES 2047	General and Oral Pathology		2	
DEH 2603	Periodontology		2	
DEH 2701	Community Dentistry		2	
DEH 2804C	Dental Hygiene III		5	
DEH 1811	Ethics & Jurisprudence		1	
DES 2502	Office Management		1**	
DEH 2702L	Community Dentistry Practicum		1	
DEH 2806C	Dental Hygiene IV		6	

TOTAL 21

PROGRAM TOTAL 88

**will articulate from PBCC Dental Assisting program

DIETETICS/FOODS AND NUTRITION (A.A. 1000)

A suggested curriculum for students who are interested in professional positions in nutrition and dietetics. It allows students to fulfill their basic requirements needed to transfer to an upper-division university. In all cases, the student must correspond with the university to which he/she is planning to apply in order to learn the specific requirements for that institution.

Additional courses may be required by different universities.

Course#	Title	Semester	Hours	Credit
General Education Requirements				36
Required Common Prerequisites				26
CHM 1040	General Chemistry I		3	
CHM 1041	General Chemistry II		3	
CHM 1041L	General Chemistry II Lab		1	
CHM 2046	General Chemistry III		3	
CHM 2046L	General Chemistry III Lab		1	
MAC 1105	College Algebra		3	
SYG 2000	Introduction to Sociology		3	
ECO 2013	Principles of Macroeconomics		3	
HUN 1201	Elements of Nutrition		3	
PHY 2053	General Physics I		4	
PHY 2048L	General Physics I and General Physics with Calculus I Laboratory		1	
BSC 1010	Principles of Biology		3	
BSC 1010L	Principles of Biology Laboratory		1	
CGS 1570	Microcomputer Applications		3	
FSS 1210C	Elements of Food Science & Techniques		3	

TOTAL 62

CHAPTER 8 - ALLIED HEALTH PROGRAMS

**DIETETIC TECHNICIAN (A.S. 2512)
CENTRAL CAMPUS ONLY (LIMITED ACCESS)**

Program Major Code 2512
Program Leader Trish Froehlich
Telephone # 439-8126

This program prepares students for careers in Dietetic Technology. A Dietetic Technician provides nutritional care services and/or food service management to individuals and groups under the supervision of a Registered Dietitian (R.D.). The curriculum has been developed using American Dietetic Association guidelines.

Upon successful completion of the program, students may fill positions in health care and educational facilities. Worksites may be hospitals, skilled nursing facilities, schools, residential and group care facilities, day care centers and community agencies.

Requirements for Consideration for Selection

The following criteria are established to be eligible for placement in the selection pool. Meeting criteria for selection does not guarantee admission to the Dietetic Technician program. Final selection will be based on the applicant pool, which is contingent on the number of field-experience sites available to the students.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline(s)

The applicant must submit a completed Dietetic Technician application package directly to the Dietetic Technician Program Leader by November 1 of each year in order to be eligible for consideration for selection into the program which begins the following January.

2. Academic High School Diploma or GED

Proof of an academic high school diploma or an English language GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Central Campus.

4. Cumulative Grade Point Average

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

5. Placement Test Scores

Placement tests must be taken and scores meet minimum requirements for entrance into college level English and math courses. If scores do not meet minimum requirements, prescribed remediation must have been successfully completed by the application deadline. Completion with a grade of C or higher of a minimum of 3 college credits in math and/or English may be used in lieu of placement test scores to be eligible for consideration for selection into the program.

6. Medical Exam

Not required for application to the program (see 8.C. below).

7. Program Interview

The applicant must have an interview with the Dietetic Technician program leader on Central Campus prior to application. Telephone 439-8126 for an appointment.

8. Special Notes

A. The applicant must have completed HUN 1201 and FSS 1210 with a grade of C or higher. If currently taking these courses mid-term grades will be used and acceptance to the program will be conditional on completion of the courses with a grade of C or higher.

B. Preference in selection will be given to applicants who have work or volunteer experience in either health care or food service.

C. Once officially accepted into the Dietetic Technician program, a medical examination dated within one year prior to the start of the program must be submitted by the applicant.

D. Student Accident/Health insurance must be currently active during each enrollment period while a student is attending PBCC. Students must provide documentation of a current health and accident policy during each enrollment period.

Course#	Title	Semester	Hours	Credit
General Education Requirements				15
ENC 1101	College Composition I		3	
SPC1016	Fundamentals of Speech Communication		3	
	+ Humanities, AREA II		3	
BSC 1010	Principles of Biology		3	
	+ Social Science, AREA V		3	
Non-technical Core Requirements				18
(may be taken in any sequence)				
PSY 2012	General Psychology		3	
HSC 1000	Introduction to Health Care		2	
HSC 1000L	Introduction to Health Care Lab		1	
HSC 2531	Medical Terminology		3	
CGS 1570	Microcomputer Applications		3	
MGF 1109	* Ratio and Proportion		1	
HSC 1400	* Standard First Aid		1	
HLP 1081	* Physical Fitness		1	
	Elective (any 3 credit college course)		3	

*May substitute MTB 1103 Business Math or any AA degree math course.

TECHNICAL CORE REQUIREMENTS 31

(taken in sequence shown)

HUN 1201	Elements of Nutrition	3
FSS 1210	Elements of Food Science & Technique	3
DIE 1412	Dietetic Technician I	3
DIE 1419	Dietetic Practicum I	3
FSS 1221	Principles of Quantity Food Production I	4
HUN 1501	Community Nutrition	3
DIE 2211	Dietetic Technician II	3
DIE 2270	Dietetic Practicum II	3
DIE 2120	Dietetic Technician III	3
DIE 2170	Dietetic Practicum III	3

TOTAL 64

CHAPTER 8 - ALLIED HEALTH PROGRAMS

EMERGENCY MEDICAL SERVICE MANAGEMENT

Program Manager	Selma Verse
Telephone #	439-8092
Program Faculty Name	Al Howe
	Clay Tyson

This program is designed for the individual who wishes to increase his/her knowledge in principles of education, supervision, or technology which are related to the paramedic field. The degree candidate will follow one of the three subject tracks described below which will address his/her particular need or interest. (Also see the Paramedic Certificate Program.)

Course#	Title	Semester	Hours	Credit
General Education Requirements				15
(all EMS degree candidates)				
ENC 1101	College Composition I		3	
SPC 1016	Fundamentals of			
	Speech Communication		3	
	+ Humanities, AREA II		3	
	+ Mathematics, AREA III		3	
	+ Social Science, AREA V		3	

Technical Core Requirements				43
(See Paramedic Certificate program)				
EMS 1119C	* Emergency Medical Service Technology		8	
EMS 1271	Paramedic I		2	
EMS 1271L	Paramedic Skills I Laboratory		3	
EMS 1272	Paramedic II		6	
EMS 1272L	Paramedic Skills II Laboratory		2	
EMS 1294L	Clinical/Field Rotation I		7	
EMS 1273	Paramedic III		6	
EMS 1273L	Paramedic Skills III Laboratory		2	
EMS 1295L	Clinical/Field Rotation II		7	

OPTIONAL TRACKS

(choose one of the three following tracks)

EDUCATION TRACK (A.S. 2449)				15
EDF 1005	Foundations of Education		3	
FFP 2150	Instructional Methodology		3	
HSC 2531	*** Medical Terminology		3	
CGS 1570	Microcomputer Application		3	
EPD 2002	Educational Psychology		3	
SUPERVISORY TRACK (A.S. 2447)				15
MNA 2345	** Principles of Supervision		3	
MNA 2100	Human Relations		3	
HSC 2531	*** Medical Terminology		3	
CGS 1570	Microcomputer Application		3	
PSY 2012	General Psychology		3	

TECHNOLOGY TRACK (AS 2448)

BSC 1085	Anatomy and Physiology I	3
BSC 1085L	Anatomy and Physiology I Laboratory	1
BSC 1086	Anatomy and Physiology II	3
BSC 1086L	Anatomy and Physiology II Laboratory	1
HSC 2531	*** Medical Terminology	3
CHM 1015	Principles of Chemistry	3
CGS 1060	PC Starter	1

TOTAL 73

* Credits awarded to holders of current Florida State Certified EMT Certificate.

**FFP 2100 Fire Service Administration or FFP 2410 Fire Service Tactics and Strategies may be substituted with permission of department chair or program manager.

***May substitute EMS 1331 Aeromedical Transport with program leader approval.

HEALTH EDUCATION (A.A. 1000)

This suggested curriculum is designed to meet the needs of students who are interested in preparation for professional health education positions in voluntary, industrial, federal or public health agencies, or teaching health science at the elementary, secondary, college or university levels. In all cases, the student should correspond with the university which he/she is planning to attend in order to determine specific requirements for that institution (FIU, FSU, UF, UWF).

Course#	Title	Semester	Hours	Credit
General Education Requirements				36
BSC 1085	* Anatomy & Physiology I		3	
HSC 2100	* Health Concepts and Strategies		3	
ANT 2000	* Anthropology		3	
Required Common Prerequisites				9
EDF 1005	Foundations of Education		3	
EDG 2701	Teaching Diverse Populations		3	
EME 2040	Introduction to Educational Technology		3	
Suggested Electives (for a total of):				15
BSC 1085L	Anatomy & Physiology I Lab		1	
HUN 1201	Elements of Nutrition		3	
SYG 2000	* Introduction to Sociology		3	
PSY 2012	General Psychology		3	
PEP 2101	Essentials of Fitness		3	
CGS 1570	Microcomputer Applications		3	
HSC 2204	Community Health Education		3	
HSC 2133	Human Sexuality Education		3	
HSC 2140	Drug Education		3	
HSC 1500	AIDS: A Human Concern		3	

TOTAL 60

CHAPTER 8 - ALLIED HEALTH PROGRAMS

MEDICAL TECHNOLOGY (A.A. 1000)

This is a pre-medical technology program for students who are planning to apply to an upper-division university which offers a bachelor's degree in that field. In all cases, the student must correspond with the university to which he/she is planning to apply in order to learn the specific requirements for that institution. (FAU, UCF, UWF, FIU, USF).

Course#	Title	Semester	Hours	Credit
General Education Requirements				36
BSC 1085	* Anatomy & Physiology I		3	
BSC 1086	* Anatomy & Physiology II		3	
STA 2023	* Statistics		3	
Required Common Prerequisites				24
BSC 1010	General Biology		3	
BSC 1085	* Anatomy & Physiology I		3	
BSC 1085L	Anatomy & Physiology I Lab		1	
BSC 1086	* Anatomy & Physiology II		3	
BSC 1086L	Anatomy & Physiology II Lab		1	
CHM 1040	General Chemistry I		3	
CHM 1041	General Chemistry II		3	
CHM 1041L	General Chemistry II Lab		1	
CHM 2046	General Chemistry III		3	
CHM 2046L	General Chemistry III Lab		1	
CHM 2210	Organic Chemistry I		3	
CHM 2210L	Organic Chemistry I Lab		1	
MCB 2010	Microbiology		3	
MCB 2010L	Microbiology Lab		1	
TOTAL 60				

NURSING TPA (A.S. 2300)

Program Major Code	2300
Program Manager Name	Selma Verse
Telephone #	439-8092

Nursing for the new millennium will focus on: wellness of self and others; technical nursing skills across the life span (emphasis on geriatrics) in both acute care facilities and the community (home) environment; critical care concepts; and professional development. Upon graduation, students are awarded an associate degree and are eligible to take the National Council Licensing Exam (NCLEX) to become a registered nurse (RN).

As such, the graduates will be collaborative and integral members of the changing health care system. Their uniqueness will be evidenced by leadership in the profession as they provide and coordinate holistic care to our diverse community in Palm Beach County. **Any individual with an arrest record is advised to seek counseling regarding possible limitations towards licensure prior to applying for entrance.** The program is approved by the Florida State Board of Nursing and accredited by the National League for Nursing Accrediting Commission. Program data is annually updated with: The National League for Nursing Accrediting Commission, 61 Broadway, 33rd floor, New York, NY 10006, phone (800) 669-1656.

Available within this program is admission as either a beginning (generic) or an LPN/transfer student. Since nursing is a Limited Access Program, entrance requirements are the same; however, the process is different.

Generic students submit information and documents directly to the Palm Beach Community College Limited Access Program Office. Phone: (561)439-8205.

LPN/transfer students submit college application and transcripts to the Admissions Office, and all other information directly to the Palm Beach Community College Nursing and Wellness Office.

Nursing Admissions - Limited Access Program

The following criteria are established to be eligible for placement in the selection pool. Meeting the criteria for selection does not guarantee admission to the Nursing Program. Final selection will be made using a point system which credits former college education; nursing program general education requirements completed; cumulative grade point average; NLN Pre-Admission scores; health-related work experience; and Florida residency by the time of application. (For details regarding the point system, see the PBCC Nursing application form.) These criteria supersede any previous information.

If a student is not selected, or is selected and does not enter the program, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

It is strongly recommended that students interested in applying to the nursing program attend a group-information session. Contact the Nursing and Wellness Office for details. Phone: (561)439-8092

1. Special Application and Deadline(s)**A. Generic Students**

Must submit a completed Palm Beach Community College Nursing Program application to the Limited Access Program Office (Central Campus) by July 15 for fall term or October 1 for winter term.

B. LPN/Transfer Students

Must submit Palm Beach Community College's general admission application to the College Admissions Office and send the Nursing department a letter of intent.

2. Academic High School Diploma or GED

Proof of an academic high school diploma or an English language GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Central Campus.

4. Cumulative Grade Point Average

Cumulative grade point average must be at least a 2.0 in all previous college work attempted.

5. Placement Test Scores

Placement test scores must meet minimum requirements for entrance into college-level English and Math courses or required remediation must have been successfully completed. Successful

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completion (C or higher) of a minimum of three college credits for math and for English courses may be used in lieu of placement scores for eligibility for consideration for selection into the program.

6. Medical Exam

See 8.G. (3) below.

7. Program Interview/Counseling

A. Generic Students

All prospective students are expected to attend a group information session prior to application. Contact the Nursing and Wellness Office for information.

B. LPN/Transfer Students

After submitting the letter of intent, make an appointment with the Program Leader for an information session and counseling.

8. Special Notes

A. NLN Pre-admission Exam (generic students only)

Applicants must have NLN Pre-admission test scores on file in the Admissions Office. Information regarding testing dates is available through the Limited Access Program Office or the Testing Center.

B. The following courses must be completed with a C or better prior to submitting an application for consideration:

(1) Chemistry:

One year of high school chemistry or one semester of college chemistry (CHM 1015 or its equivalent).

(2) Human Growth & Development:

Completion of human growth and development across the life span (HSC 1004 or NUR 2130 or equivalent).

(3) Anatomy & Physiology:

Completion of college-level Anatomy and Physiology I (lecture and lab—BSC 1085 and BSC 1085L or equivalent) completed within the last 10 years.

(4) HSC 1000 - Introduction to Health Care:

Completion of the high school Tech Prep curriculum or college Introduction to Health Care (HSC 1000 and HSC 1000L).

Experiential learning credit available for qualified students. Contact the Nursing and Wellness Office for details.

(5) Proficiency of 80% on the "Nurse Procalc" software.

C. LPN Applicants Only (in addition to 8 B above)

(1) LPN License: Documentation of a valid Florida license

(2) LPN Competencies: Documentation of one of the following:

(a) Six months LPN work experience within the last five years (OR)

(b) Graduation from LPN school within the past six months.

(3) Credit for nursing courses:

(a) Successful completion of the NUR 1023 challenge exam (NLN Mobility Profile I) with at least a grade of 75 entitles applicant to eight (8) credits. There is a fee for this exam, and it is arranged through the Nursing Office; **and, Complete the following PREREQUISITES for Nursing II (NUR 1212)**

1) Anatomy & Physiology II (within 10 years) BSC 1086
BSC 1086L

2) Microbiology (within 10 years) MCB 2010
MCB 2010L

3) Introduction to Professional Nursing NUR 2000

4) Introduction to Pharmacotherapeutics NUR 1144

(b) Optional: Passing the NUR 1212 challenge exam (NLN Mobility Profile II) with a score of 75 entitles the applicant to twelve (12) credits.

and

Complete the following prerequisites for Nursing III - NUR 2215:

1) Elements of Nutrition HUN 1201

2) Introduction to Sociology SYG 2000

3) Essentials of Wellness HLP 1083

4) Documentation of LPN clinical skills by either of the following methods:

(a) A valid check list from a previous College/Employer/Hospital dated within 1 (one) calendar year of admission.

or

(b) Completion of the PBCC Clinical Competency check list.

D. Transfer Students

Nursing courses may be challenged. Submit nursing course syllabi of the transferring college to the Nursing Department for review.

E. Challenge Credit

If previous experience and academic preparation warrants, any student may challenge nursing and other general education courses through challenge and/or CLEP exams. Challenge exams MUST be arranged through the Nursing and Wellness department. CLEP exams are arranged with the Testing Center.

PBCC is a participating institution for the ACT-PEP nursing exams. Selected ones are acceptable at admission. Contact the Nursing Program for specifics.

F. Readmissions

Students who have been academically dismissed from PBCC's Nursing program or any other nursing program may (re)apply only after successful completion of an LPN program. Application is the same as stated above for LPNs. (See Nursing Student Handbook for progression statement).

ALL of the above REQUIREMENTS must be COMPLETED BEFORE the applicant will be CONSIDERED FOR SELECTION.

G. After admission and before beginning any nursing course sequence, the following documentation must be provided to the Nursing department:

(1) Proof of medical/accident insurance during each enrollment period.

(2) Valid CPR certificate.

(3) Medical exam form completed (including immunizations and/or titers).

As of August 1998, the "new" nursing curriculum is being implemented. All courses taken after this date are a semester in length. Each has co-requisites and prerequisites (see nursing course descriptions in back of catalog).

General Education courses must be taken in their course sequencing but may be taken concurrently or prior to the nursing courses.

I. The student must maintain at least a C in all nursing and general education courses for program continuation and graduation.

CHAPTER 8 - ALLIED HEALTH PROGRAMS

J. For admission, progression and completion of the nursing program, the academic unit will evaluate the following areas of competency: emotional, perceptual, cognitive, functional and physical. Reasonable accommodation will be made on an individual basis in accordance with the adaptations set forth in the "Essential Competency Study" of the National Council of State Boards of Nursing, Inc. (Chornick, 1994). For further information, contact the Nursing Office.

Students admitted to this Nursing program must complete all requirements including the 6 credits of prerequisites noted and General Education requirements for graduation.

Prerequisites:

(See preceding "Special Notes" 8.B)

Course#	Title	Semester	Hours	Credit
				6 credits
				23

General Education Requirements

ENC 1101	College Composition I		3	
	+ Humanities, AREA II		3	
BSC 1086	Anatomy & Physiology I		3	
BSC 1086L	Anatomy & Physiology I Lab		1	
MCB 2010	Microbiology		3	
MCB 2010L	Microbiology Lab		1	
SYG 2000	Sociology		3	
HLP 1083	Essentials of Wellness I		1	
	Taken with NUR 1212			
HLP 1087	Essentials of Wellness II		1	
	Taken with NUR 2215			
HLP 1088	Essentials of Wellness III		1	
	Taken with NUR 2741C			
HUN 1201	Elements of Nutrition		3	

NURSING CORE:

43

FIRST YEAR

NUR2000	++ Introduction to Professional Nursing		1	
NUR 1023	Nursing I		4	
NUR 1023L	Nursing I Clinical		3	
NUR 1022L	Nursing I Skills Lab		1	
NUR 1144	Introduction to Pharmacotherapeutics		2	
NUR 1212	Nursing II		7	
NUR 1212L	Nursing II Clinical		4	
NUR 1213L	Nursing II Skills Lab		1	

SECOND YEAR

NUR 2215	Nursing III		8	
NUR 2215L	Nursing III Clinical		4	
NUR 2741C	Nursing IV		5	
NUR 2943L	Clinical Preceptorship		4	

DEGREE TOTAL 72

+ Humanities - art, literature or music

++ LPNs only prior to first nursing course.

OCCUPATIONAL THERAPY (A.A. 1000)

Designed for students planning on applying to a professional level Occupational Therapy program at a university. Students must correspond with the school to which they are planning to transfer in order that they may know the specific requirements. For a list of colleges offering Occupational Therapy, contact the American Occupational Therapy Association (301)652-2682.

Course#	Title	Semester	Hours	Credit
General Education Requirements (Minimum)				36
BSC 1085	Anatomy & Physiology I		3	
BSC 1086	Anatomy & Physiology II		3	
MAC 1105	College Algebra		3	
STA 2023	Statistics		3	
SYG 2000	Introduction to Sociology		3	

Required Common Prerequisites

18-19

BSC 1085L	Anatomy & Physiology I Lab		1	
BSC 1086L	Anatomy & Physiology II Lab		1	
PHY 2053	General Physics I		4	
	AND			
PHY 2048L	General Physics I Lab		1	
	OR			
CHM 1015	Principles of Chemistry		(3)	
	AND			
CHM 1015L	Principles of Chemistry Lab		(1)	
PSY 2012	General Psychology		3	
*EDP 2002	Introduction to Educational Psychology		3	
NUR 2130	Human Growth and Development		3	
	OR			
DEP 2102	Child Growth & Development		3	

Suggested Electives

5-6

GEY 2000	Gerontology		3	
ART 1100C	Introduction to Crafts		3	
CGS 1570	Microcomputer Applications		3	
HSC 2531	Medical Terminology		3	
HSC 1400	First Aid/CPR		2	

TOTAL 60

Note: This is an approved SUS program length of 128 credits.

* Or any other Psychology course EXCEPT General Psychology.

OCCUPATIONAL THERAPY ASSISTANT (A.S. 2241) CENTRAL CAMPUS ONLY

Program Major Code	2241
Program Leader Name	Sophia Munro
Telephone #	439-8094
Program Faculty Name	Sophia Munro

The Occupational Therapy Assistant is trained to work under the direct supervision of a Registered Occupational Therapist (OTR), providing treatment to patients with physical or psychological disabilities. The curriculum has been developed according to the essentials (guidelines) developed by the American Occupational Therapy Association. The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association. AOTA is located at 4720 Montgomery Lane, PO Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301)652-AOTA. Graduates are eligible to take the national certification exam given by the National Board for Certification in Occupational Therapy (NBCOT). When they have passed the certification examination, they are eligible to be licensed by the state of Florida as a Certified Occupational Therapy Assistant (COTA).

Other Comments

Limited Access: Requirements for Consideration for Selection

To be eligible for consideration for selection, applicants for the Occupational Therapy Assistant program must meet the following minimum criteria. The application and all supporting documentation must be received by the Limited Access Program Office on Central Campus by May 31. Meeting minimum criteria for selection does not guarantee admission to the program. Final selection will be made using a point system which credits former college education, cumulative grade point average and required general education and non-technical program core courses completed by the time of application. (For details regarding the point system, see the PBCC OTA application form.) These criteria supersede any previous information.

If a student is selected and does not enter the program, or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application

Submit a completed Occupational Therapy Assistant application and fee to the Limited Access Program Office on Central Campus no later than May 31. The application fee is non-refundable.

2. Academic High School Diploma or GED

All applicants must have received an academic high school diploma from an accredited institution or a state high school equivalency diploma (GED in English).

3. Transcripts

Official transcripts (from BOTH high school and college) showing high school graduation or GED results and all previous college work must be received by the Registrar's Office at the Central Campus no later than May 31 in order to remain eligible for consideration for selection.

4. Cumulative Grade Point Average

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

5. Placement Test Scores

Placement tests must be taken and scores meet minimum requirements for entrance into college level English and math courses. If scores do not meet minimum requirements, prescribed remediation must have been successfully completed by the application deadline. Completion with a grade of C or higher of a minimum of three college credits in math and/or English may be used in lieu of placement test scores to be eligible for consideration for selection into the program.

6. Prerequisites

A. Each applicant must submit a transcript (see #3 above) showing completion within five years of the application deadline date of: Anatomy & Physiology I and the lab (BSC 1085 and 1085L or equivalent courses) and Anatomy & Physiology II and the lab (BSC 1086 and 1086L or equivalent courses) with a grade of C or higher.

B. Documentation of 8 hours total of clinical observation is required. Each applicant must observe either a Registered Occupational Therapist (OTR) or a Certified Occupational Therapy Assistant (COTA). Observations must be completed in two separate facilities.

- Four hours in an inpatient facility (includes: hospital, rehabilitation, subacute, psychiatric, skilled nursing, or long term care facility)

- Four hours in an outpatient facility (includes: outpatient clinics, hand therapy, work hardening facilities, the school system, or home health).

Proposed changes for students entering Fall 2000:

C. HSC 1000/1000L Introduction to Health Care with Lab;

D. NUR 2130 Human Growth/Development

7. Medical Exam

Not required for application to this program (see 8.A. and 8.B. below)

8. Special Notes

A. Once officially accepted into the Occupational Therapy Assistant program, a PBCC Allied Health medical examination form dated within one year prior to the start of the program must be submitted by the applicant.

B. All accepted applicants for the OTA program are strongly encouraged to be currently immunized against communicable diseases, including hepatitis B. Documentation of completion of or refusal to obtain hepatitis B immunization must be provided upon entrance into the program.

C. Certification in cardiopulmonary resuscitation ("CPR for the Professional Rescuer") must be current by the beginning of the program. Check with the program if information is needed regarding where and how to obtain certification.

D. Student accident/health insurance must be currently active during each enrollment period while a student is attending PBCC. Students must provide documentation of a valid and current health and accident policy during these periods.

CHAPTER 8 - ALLIED HEALTH PROGRAMS

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Course#	Title	Semester	Hours	Credit
General Education Requirements				16
ENC 1101	College Composition I		3	
	Humanities, AREA II		3	
	Mathematics, AREA III		3	
SYG 2000	Introduction to Sociology		3	
BSC 1085	*Anatomy & Physiology I		3	
BSC 1085L	*Anatomy & Physiology I Lab		1	
Non-technical Core Requirements (taken in any sequence)				16
BSC 1086	*Anatomy & Physiology II		3	
BSC 1086L	*Anatomy & Physiology II Lab		1	
SPC1016	Fundamentals of Speech Communication		3	
NUR 2130	Human Growth and Development		3	
LEI 2700C	Recreation for the Aged and Special Population		3	
PSY 2012	General Psychology		3	
TECHNICAL CORE REQUIREMENTS (taken in sequence)				38
OTH 1001	Introduction to Occupational Therapy		3	
OTH 1605	Geriatric Occupational Therapy		2	
OTH 1605L	Geriatric Occupational Therapy Lab		1	
OTH 2410	Introduction to Human Disease		3	
OTH 1300C	Psychosocial Issues in Occupational Therapy		3	
OTH 1014C	Kinesiology for Occupational Therapy		2	
OTH 1165	Daily Living Skills		1	
OTH 1165L	Daily Living Skills Lab		1	
OTH 1121	Therapeutic Media		1	
OTH 1121L	Therapeutic Media Lab		1	
OTH 1520	Pediatric Occupational Therapy		2	
OTH 1520L	Pediatric Occupational Therapy Lab		1	
OTH 2100C	Physical Disabilities Lab		2	
OTH 2420	Occupational Therapy for the Physically Disabled		3	
OTH 2705	Seminar for Fieldwork Preparation		2	
OTH 2840	Supervised Clinical Practice I		5	
OTH 2841	Supervised Clinical Practice II		5	
TOTAL 70				

BSC 1085/1085L and BSC 1086/1086L completed with C or higher are prerequisites for application to the program.

Note: It is a requirement that all OTA students complete Level II Fieldwork (OTH 2840 & 2841) within 18 months following completion of academic preparation.

PHYSICAL THERAPY (A.A. 1000)

Designed for students planning on applying to a professional level Physical Therapy program at a university. Students must correspond with the school to which they are planning to transfer in order that they may know the specific requirements. For a list of colleges offering Physical Therapy, contact the American Physical Therapy Association (703)684-2782.

Course#	Title	Semester	Hours	Credit
General Education Requirements				36
BSC 1010	General Biology I		3	
BSC 1085	Anatomy & Physiology I		3	
STA 2023	Statistics		3	
MAC 1105	College Algebra		3	
PSY 2012	General Psychology		3	
Required Common Core Prerequisites Credits				38
BSC 1010L	General Biology I Lab		1	
ZOO 1010	General Zoology		3	
ZOO 1010L	General Zoology Lab		1	
CHM 1040	General Chemistry I		3	
CHM 1041	General Chemistry II		3	
CHM 1041L	General Chemistry II Lab		1	
CHM 2046	General Chemistry III		3	
CHM 2046L	General Chemistry III Lab		1	
MAC 1114	Trigonometry		3	
PHY 2053	General Physics I		4	
PHY 2048L	General Physics I Lab		1	
PHY 2054	General Physics II		4	
PHY 2049L	General Physics II Lab		1	
BSC 1086	Anatomy & Physiology II		3	
DEP 2102	Child Growth & Development		3	
	OR			
NUR 2130	Human Growth & Development		(3)	
TOTAL 74				

Note: This is an approved SUS program of length 135 credits.

CHAPTER 8 - ALLIED HEALTH PROGRAMS

PRE-NURSING (A.A. 1000)

This program is intended to give the student the first two years of a four-year program leading to a bachelor's degree in nursing (BSN). Since requirements of colleges vary, students are encouraged to obtain a catalog of the senior college to which they intend to transfer and consult with the dean of that school of nursing to obtain optimum choice of the courses at PBCC. In some cases, it may be advisable to transfer at the end of the first year.

Pre-nursing Admissions

Admission to the college through the college admission process is all that is required. Students DO NOT APPLY through the Limited-Access program office. See catalog - "Admissions."

Any individual with an arrest record is advised to seek counseling regarding possible limitations towards licensure prior to applying for entrance.

Course#	Title	Semester	Hours	Credit
General Education Requirements				36
See page 39 for additional general education requirements.				
MAC 1105	College Algebra		3	
Required Common Prerequisites				24
CHM 1015	Principles of Chemistry		3	
CHM 1015L	Principles of Chemistry Lab		1	
NUR 2130	Human Growth & Development		3	
HUN 1201	Elements of Nutrition		3	
MCB 2010	Microbiology		3	
MCB 2010L	Microbiology Lab		1	
PSY 2012	General Psychology		3	
BSC 1085	* Anatomy & Physiology I		3	
BSC 1085L	Anatomy & Physiology I Lab		1	
BSC 1086	* Anatomy & Physiology II		3	
BSC 1086L	Anatomy & Physiology II Lab		1	
STA 2023	* Statistics		3	
SYG 2000	* Introduction to Sociology		3	
Suggested Nursing Electives				5
CGS 1570	Microcomputer Applications		3	
	Electives		2	
TOTAL				60

Note: High school or college foreign language equivalent to eight semester hours is required for admission to all Florida state colleges.

PRE-PROFESSIONAL (A.A. 1000)

Pre-professional candidates (medicine, dentistry, veterinary medicine, optometry, pharmacy or podiatry) generally follow either a chemistry or biology major track. The student is encouraged to first identify 1) a university of choice for completion of his/her bachelor's degree, and 2) a follow-on professional school of choice so that the appropriate selection of major subject, as well as any adjustments in the A.A. track, may be made. Once those decisions have been made by the student, he/she is referred to the chemistry, biology (or other) degree section located elsewhere in this catalog.

RADIOGRAPHY TPA (A.S. 2308)

Program Major Code	2308
Program Manager Name	Vicki Shaver
Telephone #	(561) 625-2511
Program Faculty Names	Jon Frink 625-2510

Radiologic Technologists combine the high technology of medical imaging with their skills of patient care to create an X-ray image or radiograph. These radiographs are used by radiologists and/or physicians in detection, diagnosis and treatment of diseases or injury. This is a profession that requires a dependable personality with a mature and caring nature. The program has a 24 month, competency-based curriculum which includes practical experience in local hospitals and is designed to develop technical proficiency through extensive clinical exposure. The program is designed to begin in the winter term each year and requires a full-time commitment between 8:00 a.m. and 4:30 p.m. daily.

Radiography Admissions - Limited Access Program

The following criteria are established to be eligible to be placed in the selection pool. Meeting the criteria for selection does not guarantee admission to the Radiography program. Final selection will be based on the applicant pool.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline

The applicant must complete the Radiography program application package by September 4 of each year in order to be eligible for consideration for selection into the program.

2. Academic High School Diploma or GED

Proof of an academic high school diploma or an English language GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Eisseys Campus.

4. Cumulative Grade Point Average

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

CHAPTER 8 - ALLIED HEALTH PROGRAMS

5. Placement Test Scores

Placement test scores must meet minimum requirements for entrance into college-level English and math courses or required remediation must have been successfully completed. Successful completion (C or higher) of a minimum of three college credits for math and for English courses may be used in lieu of placement scores to be eligible for consideration for selection into the program.

6. Program Advisement

The program faculty conduct a mandatory open house advisement session. This session is intended to give the student guidance through the application process.

7. Prerequisite

Each prospective student must document at least eight hours of observation in a Radiology department.

Radiography is a limited access program. Entrance is competitive. Students may obtain the official program packet from the program offices.

The following courses are required prior to admission to the program:

HSC 1000	Introduction to Health Care (or high school tech prep)	2
HSC 1000L	Introduction to Health Care Lab	1
BSC 1085	Anatomy & Physiology I	3
BSC 1085L	Anatomy & Physiology I Lab	1

Course#	Title	Semester	Hours	Credit
General Education Requirements			23	

and course requirements outside the radiography core required for graduation:

ENC 1101	College Composition I	3
	*Humanities, AREA II	3
MAC 1105	College Algebra	3
PSY 2012	General Psychology	3
	++Chemistry/Physics Electives	3
BSC 1086	Anatomy & Physiology II	3
BSC 1086L	Anatomy & Physiology II Lab	1

Radiography Core Requirements: 54

This is the recommended sequence integrating general education + (core) requirements

WINTER I				17
RTE 1000	Introduction to Radiography	3		
RTE 1503C	Radiographic Procedures I	4		
RTE 1804	Radiographic Clinical Education I	3		
MAC 1102	*Algebra for College Students	3		
BSC 1086	Anatomy/Physiology II	3		
BSC 1086L	Anatomy/Physiology II Lab	1		
SUMMER A/B				9
RTE 1513C	Radiographic Procedure II	3		
RTE 1814	Radiographic Clinical Education II	3		
RTE 1401C	Radiographic Imaging I	3		

FALL I				13
RTE 1457C	Radiographic Imaging II	3		
RTE 1523C	Radiographic Procedures III	4		
RTE 1824	Radiographic Clinical Education III	3		
	*Chemistry/Physics Elective	3		
WINTER II				13
RTE 2613	Radiographic Imaging System	3		
RTE 2533C	Radiographic Procedures IV	4		
RTE 2834	Radiographic Clinical Education IV	3		
ENC 1101	*College Composition I	3		
SUMMER A/B II				7
RTE 2553C	Radiographic Procedures V	2		
RTE 2844	Radiographic Clinical Education V	3		
RTE 2308	Radiobiology	2		
FALL II				14
RTE 2563	Advanced Medical Imaging	3		
RTE 2473C	Radiography Seminar	2		
RTE 2854	Radiographic Clinical Education VI	3		
*SYG 2000	Introduction to Sociology	3		
	*Humanities Elective	3		

DEGREE TOTAL with Radiography and General Education Requirements: 77

*General Education

++Eligible electives: CHM 1040, PHY 1001 or PHY 2053

RESPIRATORY CARE TECHNOLOGY (A.S. 2147)

Program Major Code	2147
Program Leader Name	Jackie Rogers
Telephone #	625-2588
Clinical Coordinator	Tom Reid, 625-2586

Respiratory care is a health care specialty that offers a set of unique challenges in the areas of prevention, diagnosis, treatment, management and rehabilitation of people with lung problems.

Respiratory care practitioners work under the direction of qualified physicians, and their job frequently involves the administration of daily treatments to a variety of patients. Using sophisticated medical equipment, respiratory care practitioners help people with such lung disorders as asthma, emphysema, pneumonia and bronchitis.

Award of the AS degree in Respiratory Care enables the student to sit for the NBRC Registry Examination. An individual must first be a CRT before taking the Registry Examination.

Successful passing of the NBRC exam earns the candidate the credential of Registered Respiratory Therapist (RRT).

Advanced placement for previous experience and academic preparation is considered through arrangement with the program manager.

Respiratory Care Admissions - Limited Access Program

The following criteria are established to be eligible to be placed in the selection pool. Meeting the criteria for selection does not guarantee admission to the Respiratory Care program. Final selection will be based on the applicant pool.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline

The applicant must complete the Respiratory Care application package by May 20 of this year in order to be eligible for consideration for selection into the program.

2. Academic High School Diploma or GED

Proof of an academic high school diploma or an English language GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Eissey Campus.

4. Cumulative Grade Point Average

Cumulative grade point average must be at least 2.0 in all previous college work attempted. The student must have at least 12 or more semester hours of college in order to use college GPA; otherwise, high school GPA will be used.

5. Placement Test Scores

Placement test scores must meet minimum requirements for entrance into college-level English and math courses or required remediation must have been successfully completed. Successful completion (C or higher) of a minimum of three college credits for math and for English courses may be used in lieu of placement scores to be eligible for consideration for selection into the program.

6. Medical Exam

Once officially accepted into the Respiratory Care Technology program, a dental and medical examination on PBCC Allied Health medical examination forms dated within one year prior to the start of the program must be submitted by the applicant. All accepted applicants for the Respiratory Care Technology program are strongly encouraged to be currently immunized against communicable diseases, including hepatitis B. Documentation of completion of or refusal to obtain hepatitis B immunization must be provided upon entrance into the program.

7. Program Interview/Counseling

Mandatory group counseling/sessions are scheduled each month with Respiratory Care program staff at the Eissey Campus Lewis Center.

Fulfillment of clinical site visitation must be arranged by Respiratory Care program staff.

8. Special Notes

Preference is given to students who have credits for college level science with a C or better. It is strongly recommended that students complete the general education classes and science requirements prior to entering the program due to the heavy time demand of clinicals.

Course#	Title	Semester	Hours	Credit
Fall/winter/summer Terms - FIRST YEAR				
	Respiratory Care Technology Certificate			42
See page 76 for certificate requirements				
General Education Requirements and course requirements outside of the respiratory core required for graduation:				
	+ Humanities, AREA II		3	
CHM 1015	Principles of Chemistry		3	
MCB 2010	Microbiology		3	
MCB 2010L	Microbiology Lab		1	
PHY 1007	Physics for Allied Health Professions		3	
SYG 2000	Introduction to Sociology		3	
Core Requirements				
Fall Term - Second Year 9				
RET 2280C	Fundamentals of Respiratory Care Therapy III		7	
RET 2877L	Clinical Internship IV		2	
Winter Term - Second Year				
RET 2534C	Fundamentals of Respiratory Care Therapy IV		7	
RET 2878L	Clinical Internship V			
				TOTAL 76

CHAPTER 8 - CERTIFICATE PROGRAMS

PROGRAM LEGEND

TPA = Tech Prep Articulated

PSAV = Post Secondary Adult Vocational

ATC = Advanced Technical Certificate

*See "Special Education Oppty" - Ch. 7 for explanations of programs.

PSAV: ACCOUNTING OPERATIONS (\$044)

This program offers a broad foundation of knowledge and skills expanding the traditional role of the Bookkeeper. The content includes double-entry accounting principles; methods of recording business transactions; preparation and analysis of various documents and financial statements; payroll records and tax forms; accounting control systems; account and transaction analysis; inventory methods; the aging process; depreciation; and the application of accounting principles to various entities.

This program focuses on broad, transferable skills and stresses the understanding and demonstration of the following elements of the accounting industry: planning; management; finance; technical and production skills; underlying principles of technology; labor issues; community issues; and health, safety, and environmental issues.

The standard length of this program is 900 clock hours.

PSAV: ADMINISTRATIVE ASSISTANT (\$519)

This program is designed to prepare students for employment as Administrative Assistants. The program includes a broad foundation of knowledge and skills expanding the traditional role of the Administrative Assistant.

The content includes the use of technology to develop communications skills, higher level thinking skills, decision making skills, the performance of office procedures tasks; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and production of high quality employment portfolios and job-seeking documents.

The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the office support services industry: planning; management; finance; technical and production skills; and underlying principles of technology.

Laboratory activities are an integral part of this program and include the use of keyboarding systems, transcription equipment, computers, and peripheral equipment.

The standard length of this program is 1050 clock hours.

PSAV: ARCHITECTURAL DRAFTING (\$208)

The content of this program prepares students for employment as architectural drafters. The content includes courses in blueprint reader, drafting assistant, architectural detailer, CAD drafter, and drafter/architectural.

The program focuses on skills and stresses understanding and demonstration of the elements of this industry, such as planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety and environmental issues.

Laboratory activities are an integral part of this program and provide instruction in creating layouts and designs in keeping with building codes, zoning laws, ordinances and other regulations and in styling and planning in keeping within cost limitations and client preferences.

The standard length of the program is 1900 clock hours.

PSAV: CHILD DEVELOPMENT ASSOCIATE CREDENTIAL (CDA) (CT 5348)

The CDA is a competency-based national credential awarded to individuals who work with children ages five and under. To earn a CDA, you can be working in a licensed center-based, family day care or home visitor setting and with two age groups: infant/toddler (birth to 36 mo.) or preschool (3-5 yrs.).

Palm Beach Community College has been approved to provide a Florida CDA Equivalency Certificate to its students, as well as to prepare them for the National Assessment and Credentialing Process administered by the Council for Early Childhood Professional Recognition.

To prepare for the Child Development Associate Credential, a student must:

- ✓ Complete 120 hours of formal instruction, presented in three consecutive modules, as well as an observation course.
- * Prepare a Professional Resource File.
- ✓ Complete a 2 hour observation class.
- * Be able to document 480 hours of work experience in an early childhood setting within the past five years.
- * Possess a high school diploma or GED.
- ✓ Possess a current Child Care First Aid and CPR certification.
- * Possess both the Children and Families 20 and 10 hour child care certificates.

Upon completion of all three modules, the observation courses, and all PBCC requirements, the candidate will receive a Florida CDA Equivalency Certificate and will be prepared to apply for National Assessment.

CDA Courses:*

Course	Title	Sem.	Hrs. Cr./Voc.	Crs.
HEV 0150	CDA Module I			0/1
HEV 0151	CDA Module II			0/1
HEV 0152	CDA Module III			0/1
HEV 0160	CDA Observation			0/1

Students completing the CDA at Palm Beach Community College will be eligible for college credit through the Experiential Learning process outlined in this Bulletin. See an adviser for specifics.

CHAPTER 8 - CERTIFICATE PROGRAMS

PSAV: COMMERCIAL ART (5017)

The purpose of this program is to prepare students for employment as artists, illustrators, and commercial designers. The course content will include the following: basic art skills; lettering skills; preparation of layouts and illustrations; preparation of camera ready paste-up; and development of specialized skills.

The course content also includes training in communication, leadership, human relations and employability skills; and safe and efficient work practices.

Laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials and processes found in the industry. Students are also instructed in the following: lettering signs, layout and design for advertising art, airbrush for illustrations, photo retouching and custom work.

The standard length of the program is 1500 clock hours.

PSAV: COMMERCIAL FOODS AND CULINARY ARTS (5088)

The purpose of this program is to prepare students for employment as restaurant cooks. The course content will include the following: food preparation and serving, and identification, storage, selection and presentation of a wide variety of foods.

The course content will also include training in communication, leadership, human relations and employability skills, and safe efficient work practices.

This program focuses on broad, transferable skills and stresses the understanding and demonstration of the following elements of the Commercial Foods and Culinary Arts industry: planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

The standard length of this program is 1440 clock hours.

PSAV: COMMERCIAL VEHICLE DRIVING

The following two certificate programs leading to commercial driver license (CDL) are offered:

Commercial Vehicle Driving (CT 5206)

Course #	Title	Sem.	Hrs. Cr./Voc. Crs.
CDO 0100	Tractor Trailer CDL		160 hours

Commercial Class B Driving (CT 5207)

Course#	Title	Sem.	Hrs.Cr./Voc. Crs.
CDO 0200	Truck and Bus CDL		120 contact hrs.

The above courses are taught by an authorized agency contracted by PBCC.

ATC: COMMUNITY HOME/HEALTH NURSING (CT 4319)

These Community Home Health oriented courses are offered to licensed registered nurses who require additional course work to be employed in a home health care specialty area. An Advanced Technical Certificate, Community Home Health Care Nursing, will be awarded after a minimum of 16 credit hours are completed in any combination of the following courses:

CORE COURSES

(At least one of these courses must be taken)

Course#	Title	Sem.	Hrs.Cr. / Voc. Crs.
NUR 2252	Community/Home Health Nursing: Standards & Regulations		4/0
NUR 2253	Community/Home Health Nursing: Case Management		4/0
NUR 2254	Community/Home Health Nursing: Documentation		4/0

ELECTIVE COURSES

NUR 2793	Nursing Process Applied to Basic Principles of Intravenous Therapy		2/0
NUR 2091	Advanced Principles of Intravenous Therapy		1/0
NUR 2810	Clinical Preceptorship in Intravenous Therapy		1/0
NUR 2990	Physical Examination and History Taking of the Adult Part I		3/0
NUR 2149	Cardio-Pulmonary Pharmacotherapeutics		2/0
NUR 2791	Antibiotic and Anti-infective Therapy		2/0
NUR 2943L	Clinical Preceptorship in Medical-Surgical Nursing		4/0
NUR 2794	Clinical Assessment of Oxygenation and Acid-Base Status		2/0
NUR 2797	Clinical Integration of Mechanical Ventilation		2/0
NUR 2281C	The Geriatric Client in the Community		3/0
NUR 2941L	Community Home Health Preceptorship		3/0
NUR 2297	Clinical Integration of Basic Electrocardiography for Nurses		3/0
NUR 2935	Clinical Application of 12 Lead Electrocardiography for Nurses		3/0
NUR 2296	Clinical Integration of Advanced Concepts of Arrhythmia Interpretation		2/0
NUR 2241	Medical-Surgical Nursing		6/0
NUR 2933	Integration of Healing Touch with Technology		1/0

CHAPTER 8 - CERTIFICATE PROGRAMS

ATC: CORONARY CARE NURSING (4316)

These Coronary Care Nursing courses are offered to licensed registered nurses who require additional course work to be employed in a (monitored) coronary care area. An Advanced Technical Certificate: Coronary Care Nursing, will be awarded after a minimum of 12 credit hours are completed in any combination of the following courses:

CORE COURSE

(this course must be taken)

Course#	Title	Sem.	Hrs.Cr./Voc. Crs.
NUR 2294	Coronary Care Nursing		6/0

ELECTIVE COURSES

Course#	Title	Sem.	Hrs.Cr./Voc. Crs.
NUR 2297	Clinical Integration of Basic Electrocardiography for Nurses		3/0
NUR 2935	Clinical Application of 12 Lead Electrocardiography		3/0
NUR 2296	Clinical Integration of Advanced Concepts of Arrhythmia Interpretation		2/0
NUR 2794	Clinical Assessment of Oxygenation and Acid-Base Status		2/0
NUR 2797	Clinical Integration of Mechanical Ventilation		2/0
NUR 2144	Pharmacotherapeutics of the Critically Ill Adult		2/0
NUR 2791	Antibiotic and Anti-infective Therapy		2/0
NUR 2990	Physical Examination and History Taking of the Adult Part I		3/0
NUR 2948L	Coronary Care Nursing Preceptorship		2/0
NUR 2933	Integration of Healing Touch with Technology		1/0

CRIMINAL JUSTICE ACADEMIES

The Criminal Justice Academy offering is a limited-access program. All candidates entering the program are required to complete the Assessment Center Testing through Palm Beach Community College or enter under the auspices of a Palm Beach County Law Enforcement Agency.

Applicants are required to complete a Palm Beach Community College application as well as achieve a 12.9 on the Test of Adult Basic Education (T.A.B.E.), successfully pass a fitness agility and ability test, a medical examination, a complete drug screen, a criminal background investigation that includes a military, credit, employment, and educational check. All candidates will be required to successfully pass a psychological exam and polygraph exam.

Successful candidates will be accepted into the Academy Program. Information concerning testing or academy beginning dates may be obtained by calling (561)439-8145.

Corrections/Law Enforcement Admissions-Limited Access Program

The Criminal Justice Institute (CJI) is a limited-access program governed by Palm Beach Community College (PBCC) and its Board of Trustees, Region XII Criminal Justice Training Council and the Florida Criminal Justice Standards and Training Commission.

Meeting with Rules and Regulations

Students registering in either the Police, Corrections or Crossover Academy are advised that they must meet and abide by

the rules and regulations of the Criminal Justice Institute, Palm Beach Community College. These rules are provided in the Academy Rules and Regulations. Further, students are also subject to the rules and regulations of the Criminal Justice Standards and Training, Florida Department of Law Enforcement.

Modular Examination Failure

Failure of any modular examination in academy training will entitle the student recruit to one re-test - not the same test - which must be taken before the academy ends. Failure of the re-test will result in the student repeating the module. Failure of any three module exams will result in the student being dismissed from the program.

Statewide Examination and Failure

At the completion of academy training, the applicant must file with CJST to take the Statewide Certification Examination. There is a \$50 fee for filing. The test will be developed and administered by CJST. Re-testing must be completed within three months, and a total of three re-tests will be permitted. Failure of the third re-test will necessitate repeating the complete academy training program.

Academic Dishonesty

The definition of Academic Dishonesty is set forth in the Recruit Handbook. The CJI policy for a student found guilty of academic dishonesty in any academy or statewide examination will be immediate dismissal from the course(s) and program. The Region XII policy is that there will be no appeal from such dismissal via the College Administration.

Basic Correctional Officer Academy (CT 5600)

This curriculum provides for eligibility for certification as a corrections officer in the state of Florida, when all academy courses have been successfully completed. Certification requires passing of state of Florida licensing examination and hiring by an agency. Applicants must comply with all requirements of Florida Statutes 943.13 prior to academy enrollment. Portions of this program apply to the Criminal Justice associate in science degree.

Academy Program for Corrections

Course#	Title	Sem.	Hrs.Cr./Voc. Crs.
CJD 1700	Criminal Justice Legal I		0/0
CJT 1771	Corrections Legal II		0/0
CJD 1702C	Criminal Justice Communications-Corrections		3/0
CJD 1703C	Interpersonal Skills I-Corrections		3/0
CJD 0773	Human Diversity		
CJD 1740	Interpersonal Skills II-Corrections		3/0
CJD 0704	Criminal Justice Defensive Tactics		0/2
CJD 0705	Criminal Justice Weapons		0/2
CJD 1254	Medical First Responder		1/0
CJD 0741	Emergency Preparedness		0/1
CJD 1742	Corrections Operations		0/0
			10/5

Basic Law Enforcement Officer Academy (CT 5601)

This curriculum provides for eligibility for certification as a law enforcement officer in the state of Florida, when all academy courses have been successfully completed. Certification requires passing of state of Florida licensing examination and hiring by an agency. Applicants must comply with all requirements of Florida Statutes 943.13 prior to academy enrollment. Portions of this program apply to the Criminal Justice associate in science degree.

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CHAPTER 8 - CERTIFICATE PROGRAMS

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Law Enforcement Academy Program

Course#	Title	Sem.	Hrs./Cr./Voc.	Crs.
CJD 1700	Criminal Justice Legal I			3/0
CJD 1701	Criminal Justice Legal II			3/0
CJD 1720	Law Enforcement Legal III			2/0
CJD 1762	Criminal Justice Communications Law Enforcement			3/0
CJD 1713C	Interpersonal Skills I-Law Enforcement			3/0
CJD 0704	Criminal Justice Defensive Tactics			0/2
CJD 0705	Criminal Justice Weapons			0/2
CJD 1254	Medical First Responder			1/0
CJD 0732	Law Enforcement Traffic			0/1.5
CJD 1721C	Law Enforcement Patrol			2/0
CJD 1724C	Law Enforcement Investigations			3/0
CJD 0723	Criminal Justice Vehicle Operations			0/1.5
Total				20/7.0

ATC: CRITICAL CARE NURSING TPA (4315)

These Critical Care Nursing courses are offered to licensed registered nurses who require additional course work to be employed in a critical care specialty area. An Advanced Technical Certificate: Critical Care Nursing, will be awarded after a minimum of 12 credit hours are completed in any combination of the following courses:

CORE COURSES

(at least one of these courses must be taken)

Course#	Title	Sem.	Hrs./Cr./Voc.	Crs.
NUR 2291	Critical Care Nursing			6/0
NUR 2274	Emergency/Trauma Nursing			6/0
NUR 2299	Pediatric Intensive Care Nursing			6/0

ELECTIVE COURSES

Course#	Title	Sem.	Hrs./Cr./Voc.	Crs.
NUR 2297	Clinical Integration of Basic Electrocardiography for Nurses			3/0
NUR 2935	Clinical Application of 12 Lead Electrocardiography for Nurses			3/0
NUR 2296	Clinical Integration of Advanced Concepts of Arrhythmia Interpretation			2/0
NUR 2794	Clinical Assessment of Oxygenation And Acid-Base Status			2/0
NUR 2797	Clinical Integration of Mechanical Ventilation			2/0
NUR 2144	Pharmacotherapeutics of the Critically Ill Adult			2/0
NUR 2791	Antibiotic and Anti-infective Therapy			2/0
NUR 2990	Physical Examination and History Taking of the Adult Part I			3/0
NUR 2944L	Critical Care Nursing Preceptorship			2/0
NUR 2933	Integration of Healing Touch with Technology			1/0

PSAV: CUSTOMER SERVICE PROGRAM

PBCC's Customer Service Program provides the basic knowledge and skills necessary for employment in the customer service industry. All employment trends point to continued demand for individuals who can satisfy the needs of customers. The world has changed technologically; therefore, successful businesses must provide a high level of service and information to their customers to remain competitive. Employment possibilities are endless and can lead to careers in Banking, Retail, Legal, Government, Hotel Reservations, Telecommunications and the Health Care Industry.

Customer Service is one of the largest and fastest growing career fields in South Florida. Join the growing customer service profession. Starting salaries can range from \$5.50 to \$12.75 per hour depending on your background and experience. Palm Beach Community College currently offers two tracks in this exciting field:

Track I	Telemarketer	160 Hours
Track II	Customer Service Clerk	160 Hours
TOTAL		320 Hours

REQUIRED FOR PROGRAM ADMISSION

*COMPLETION OF PSAV PROGRAM APPLICATION

*SUCCESSFUL COMPLETION OF TABE TESTING

Track I	Telemarketer
Required Courses:	
Human Relations I	15 Hours
Communications I	18 Hours
Conflict Resolution I	18 Hours
Psychology of Successful Telemarketing	45 Hours
Employability Skills I	34 Hours
Introduction to Keyboarding	15 Hours
Math Fundamentals	15 Hours
TOTAL HOURS REQUIRED	160 Hours

Track II	Customer Service Clerk
*Prerequisites: Track I Telemarketer	160 Hours
Required Courses:	
Human Relations II	15 Hours
Communications II	18 Hours
Introduction to Customer Service	30 Hours
Computer Basics	15 Hours
Values, Goals, & Clarification Process	18 Hours
Problem Solving	30 Hours
Employability Skills II	34 Hours
TOTAL HOURS REQUIRED	320 Hours

CHAPTER 8 - CERTIFICATE PROGRAMS

PSAV: DENTAL ASSISTING TPA - CENTRAL CAMPUS ONLY (CT 5153)

Program Major Code	CT 5153
Program Leader	Carol V. Hansen
Program Telephone	439-8095
Program Faculty	Beth Kuzmirek

The Dental Assisting program is a limited access, combined vocational credit/college credit* program accredited by the American Dental Association Commission on Dental Accreditation and approved by the Florida State Board of Dentistry. Graduates will receive a Florida Expanded Functions certificate. One class is accepted annually beginning in the fall term.

*those taught as combined Dental Assistant/Dental Hygiene courses

Dental Assisting Admissions - Limited Access Program

The following criteria are established as the minimum to be eligible for placement in the selection pool. Meeting minimum criteria for selection does not guarantee admission to the Dental Assisting program. Final selection will be based on the applicant pool and space available. Preference for selection will be given to students who have completed any or all of the electives HSC 1000 & HSC 1000L (Introduction to Health Care and Lab), HSC 1400 (Standard First Aid), HSC 2100 (Health Concepts and Strategies), HSC 2531 (Medical Terminology) and/or SLS 1501 (Strategies for College Success). See the PBCC Dental Assisting application form or call Dental Health Services at 439-8313 for further details on selection.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline(s)

The applicant must submit a completed Dental Assisting application package (including transcripts) to the Limited Access Program office on Central Campus by July 1 of each year in order to be eligible for consideration for selection into the program. The Dental Assisting program application fee is non-refundable. Applicants who have never been students at PBCC will also have to submit a one-time general college application and fee. Currently enrolled or former PBCC students in credit/vocational credit courses do not have to submit a general college application and fee.

2. Academic High School Diploma or GED

Proof of an academic high school diploma or an English language GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office on the Central Campus.

4. Cumulative Grade Point Average

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

5. Placement Test Scores

All applicants must take the Test of Adult Basic Education Level A within 12 months immediately prior to the application deadline date. An applicant must score at least at the 12th grade

competency level in all parts of the examination in order to be eligible for consideration for selection. Those who do not are encouraged to complete remedial work and to retest. Anyone successfully retesting may be reconsidered for selection after the application deadline on a space-available basis. Report to the testing center on Central Campus to arrange to take the exam.

6. Medical Exam

Not required for application to this program (see 8.A. and 8.B. below).

7. Program Interview/Counseling

The applicant must complete an interview with a staff member of the Dental Assisting program. Appointments may be made at 439-8313.

8. Special Notes

- A. Once officially accepted into the Dental Assisting program, a dental examination and a medical examination on a PBCC Allied Health medical examination form dated within one year prior to the start of the program must be submitted by the applicant.
- B. All accepted applicants for the Dental Assisting program are strongly encouraged to be currently immunized against communicable diseases, including hepatitis B. Documentation of completion of or refusal to obtain hepatitis B immunization must be provided upon entrance into the program.
- C. Certification in Cardiopulmonary Resuscitation ("CPR For The Professional Rescuer") must be current by the beginning of the program. Check with the program if information is needed regarding where and how to obtain certification.
- D. Student accident/health insurance must be currently active while a student is attending PBCC. Students must provide documented proof of a current health and accident policy during each enrollment period of the program.
- E. All program courses with the prefix DEA, plus DES 1800, DES 1800L, DES 1200 and DES 1200L must be passed in sequence with a grade of C or higher in order to continue in the program. Other courses may be passed at the level of D to continue, but students who receive one grade of D and who at a later time wish to apply to the PBCC Dental Hygiene program would not be granted admission to that program until that course has been repeated and a grade of C or higher earned. See 8.F. below for additional information regarding grades and Dental Hygiene program admission policies.
- F. Any student who has withdrawn from or failed one Dental Assisting (DEA) or Dental Hygiene (DEH or DES) course and wishes to re-enter the program must re-apply for a place in the following year's class. If advanced standing in the class is requested, it will be granted on a space available basis only. That student will also be required to: 1) repeat any failed or withdrawn course, and 2) repeat for audit his/her last successfully completed clinical course. Two separate failures of any Dental Assisting and/or Dental Hygiene course(s) will render the student ineligible for re-admission to a Dental Assisting class. In addition, two separate grades of D or F in any DEA, DEH or DES course(s) will render the student ineligible for selection for admission to any subsequent Dental Hygiene class.

CHAPTER 8 - CERTIFICATE PROGRAMS

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Dental Assisting Course Requirements:**Fall Term****First Eight Weeks:**

Course#	Title	Sem.	Hrs.Cr./Voc. Crs.
DES 1800	Introduction to Clinical Procedures		3*/0
DES 1800L	Introduction to Clinical Procedures Lab		1*/0
DES 1200	Dental Radiology		2*/0
DES 1200L	Dental Radiology Lab		1*/0
DES 1600	Office Emergencies		1*/0
DES 1020	Dental Anatomy		3*/0

Second Eight Weeks:

DES 1100	Dental Materials		2*/0
DES 1100L	Dental Materials Lab		1*/0
DEA 0800C	Clinical Practice I Lecture & Lab		0/3
DEA 0940	Dental Practice I		0/1
DEA 0131	Related Dental Theory		0/1
CGS 1060	PC Starter		1/0
			15/5

Winter Term:

DES 2502	Office Management		2*/0
DES 1840	Preventive Dentistry		2*/0
DEA 0820C	Expanded Functions I* Lecture & Lab		0/3
DEA 0801C	Clinical Practice II Lecture & Lab		0/7
DEA 0300	Dental Psychology and Communications		0/1
			4/11

Summer A Term:

DEA 0821C	Expanded Functions II Lecture & Lab		0/2
DEA 0850C	Clinical Practice III Lecture & Lab		0/3
			0/5

*Articulates with PBCC Dental Hygiene program

ELECTRICAL APPRENTICESHIP (CT 5170)

The Electrical Apprenticeship program is a four year, 8,000 hour certificate program offered in partnership with the Florida Electrical Apprenticeship Association, Inc. (FEAA). Students must be accepted by FEAA and employed by a participating electrical contractor. This open-shop apprenticeship program meets all of the requirements of both the Department of Labor and the Department of Education. For enrollment information and course schedules, contact Florida Electrical Apprenticeship Association (561) 697-4893.

First Year of Apprenticeship

Course#	Title	Sem.	Hrs.Cr./Voc. Crs.
BCV 0871E	Electrical Apprenticeship in Residential Wiring (Fall)		0/2
BCV 0872E	Electrical Apprenticeship in Residential Wiring II (Winter)		0/2
BCV 0950ER	Apprenticeship Co-op I (Fall & Winter)		0/3
BCV 0951ER	Apprenticeship Co-op II (Summer)		0/3

Second Year of Apprenticeship

BCV 0873E	Electrical Apprenticeship in Wiring III (Fall)	0/2
BCV 0874E	Electrical Apprenticeship in Wiring IV (Winter)	0/2
BCV 0952ER	Apprenticeship Co-op III (Fall & Winter)	0/3
BCV 0953ER	Apprenticeship Co-op IV (Summer)	0/3

Third Year of Apprenticeship

BCV 0875E	Apprenticeship in Electrical Wiring V (Fall)	0/2
BCV 0876E	Apprenticeship in Electrical Wiring VI (Winter)	0/2
BCV 0954ER	Apprenticeship Co-op V (Fall & Winter)	0/3
BCV 0955ER	Apprenticeship Co-op VI (Summer)	0/3

Fourth Year of Apprenticeship

BCV 0877E	Apprenticeship in Electrical Wiring VII (Fall)	0/2
BCV 0878E	Apprenticeship in Electrical Wiring VIII (Winter)	0/2
BCV 0956ER	Apprenticeship Co-op VII (Fall & Winter)	0/3
BCV 0957ER	Apprenticeship Co-op VIII (Summer)	0/3

PSAV: ELECTRONIC DRAFTING

The content of this program prepares students for employment as electrical drafters. The content includes instruction in electronic codes and specifications, electrical drawings, and an understanding of basic civil drawings and electrical/electronic literacy. Instruction also includes content related to safe and efficient work practices, use of drafting tools and equipment, drafting skills, computer-aided drawings and technical mathematics.

The program focuses on skills and stresses understanding and demonstration of the elements of this industry, such as planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety and environmental issues.

Laboratory activities are an integral part of this program and provide instruction in drafting machines, drafting tools, and CAD systems.

The standard length of the program is 1200 clock hours.

PSAV: ELECTRONIC TECHNOLOGY (5167)

The Electronic Technology Program is designed to prepare individuals for employment as electrical and electronics technicians. Course content includes the following: direct current (DC) circuits, alternating current (AC) circuits and analog circuits; solid state and digital devices; microprocessors; use of circuit diagrams and schematics; soldering and chassis assembly techniques; laboratory practices; and technical recording and reporting.

The course content also includes training in communication, leadership, human relations, employability skills, and safe efficient work practices.

Electronic laboratory activities are an integral part of this program. The tools, test equipment, materials and processes used in this laboratory are similar to those used in industry. Students will learn to analyze, troubleshoot and repair electronic circuitry.

The standard length of this program is 1400 clock hours.

CHAPTER 8 - CERTIFICATE PROGRAMS

PSAV: EMERGENCY MEDICAL TECHNICIAN (EMT) (5440)

The Emergency Medical Technician Program is the beginning level in the emergency medical services career ladder. Combining classroom study and clinical work, students are equipped with the skills needed for a career in out-of-hospital emergency medicine.

EMTs are trained in basic life support measures including patient assessment, cardiopulmonary resuscitation (CPR), oxygen therapy, shock prevention, bandaging, splinting, spinal immobilization, and vehicle extrication. Upon completion of the program, all graduates will have demonstrated the necessary knowledge, technical skills, and professional attitude and behavior to implement safe, effective and appropriate care in their role as an entry level Emergency Medical Technician.

EMT Program completers are eligible to apply for the State Board Examination.

The standard length of this program is 250 clock hours.

FILM, TELEVISION AND VIDEO PRODUCTION AND EQUIPMENT OPERATIONS TPA (CT 5281)

The Film, Television and Video Production and Equipment Operations Program prepares students for entry-level positions in film, television and video production. The student who completes the program will be able to work in a technical capacity. The program offers internship experience in cooperation with the film and television companies in the area.

Fall

Course#	Title	Sem.	Hrs.Cr./Voc. Crs.
TPA 1200	Stagecraft I		0/3
FIL 1200	Motion Picture and Television Production I		0/3
PGY 1401C	Introduction to Photography		0/3
RTV 2000	Fundamentals of Television Production		0/3
TOTAL			0/12

Winter

Course#	Title	Sem.	Hrs.Cr./Voc. Crs.
FIL 2932	The Business of Film, Television and Video		0/1
RTV 2300C	Introduction to Broadcast Journalism		0/3
TPA 1211	Advanced Stagecraft		0/3
FIL 1620	Computer Applications for Film, Television and Video Production		0/3
TOTAL			0/10

Internship Program:

RTT 0940	Internship in Film, Television and Video Production Operations. Internships must be arranged through the Film/TV/Video Technologies Program Leader's office.		0/8
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PSAV: FIREFIGHTER (\$205)

The Firefighter Program prepares students for the safe, dependable and prompt performance of duties during an emergency and in the fire station. Students learn the tasks, duties, and responsibilities of a firefighter in accordance with the National Fire Protection Association Fire Fighter Professional Qualifications (NFPA).

Courses in the Firefighter Program include orientation to the fire service, instruction in fire alarms and communication, vehicles, apparatus and equipment, fire behavior, portable extinguishers, fire streams, forcible entry, rescue, first responder emergency medical techniques, safety, controlled burning and employability skills.

Those students who successfully complete the program may participate in the state exam for certification. Certification is required in the state of Florida for employment as a firefighter.

The standard length of this program is 450 clock hours. Special Admissions Requirements are associated with this program.

PSAV: MECHANICAL DRAFTING (\$210)

The content of this program prepares students for employment as mechanical drafters. The content includes instruction in safe and efficient work practices, reprographic machine operation, use of drafting tools and equipment, drafting skills, charts and graphs, computer-aided drawings and technical mathematics.

The program focuses on skills and stresses understanding and demonstration of the elements of this industry, such as planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety and environmental issues.

Laboratory activities are an integral part of this program and provide instruction in drafting machines, drafting tools, CAD systems and reprographic machine materials/supplies.

The standard length of the program is 1900 clock hours.

PSAV: MEDICAL CODER SPECIALIST (CT 5015)

The Medical Coder Specialist program provides basic knowledge and skills used in coding symptoms, diseases, procedures, and treatment interventions found in medical records. Accuracy and completeness in medical coding are critical elements for healthcare reimbursement. Successful completion of the program prepares students for certification via examination by either the AHIP (American Association of Professional Coders) or the AHIMA (American Health Information Management Association).

The standard length of this program is 1000 clock hours.

PSAV: MEDICAL RECORD TRANSCRIBING (CT 5085)

This program is designed to prepare students for employment as medical transcribers. The content includes medical terminology, anatomy and physiology, grammar and punctuation, health care delivery systems, health information services, ethical and legal responsibilities, safety/security procedures, word processing/transcription skills and employability skills.

The standard length of this program is 1200 clock hours.

CHAPTER 8 - CERTIFICATE PROGRAMS

PSAV: MEDICAL SECRETARY (CT 5084)

The Medical Secretary program is designed to prepare students for employment as a Medical Secretary. The program offers a broad foundation of knowledge and skills expanding the traditional role of the Medical Secretary.

The content includes the use of technology to develop communication skills, higher level thinking skills, decision making skills, medical terminology, the performance of office procedures specific to the medical environment, transcription of medical documents from machine dictation, the production of quality work in an efficient manner using advanced features of business software applications, research of job opportunities, and the production of high quality employment portfolios and job-seeking documents.

Laboratory activities are an integral part of this program and include the use of keyboarding systems, transcription equipment, computers, and peripheral equipment.

The standard length of this program is 1050 clock hours.

ATC: MEDICAL-SURGICAL NURSING (CT 4318)

These Medical-Surgical Nursing courses are offered to licensed registered nurses who require additional course work to be employed in a medical surgical area. An Advanced Technical Certificate: Medical-Surgical Nursing, will be awarded after a minimum of 12 credit hours are completed in any combination of the following courses:

CORE COURSES

(at least one of these courses must be taken)

Course#	Title	Sem.	Hrs.Cr./Voc.	Crs.
NUR 2241	Medical-Surgical Nursing Re-entry Course (lecture component)			6/0
NUR 2943L	Clinical Preceptorship Re-entry Course (clinical component)			4/0

(For Re-Entry Students: NUR 2241 and NUR 2943L must be taken together = 10 credits)

ELECTIVE COURSES

NUR 2297	Clinical Integration of Basic Electrocardiography for Nurses			3/0
NUR 2935	Clinical Application of 12 Lead Electrocardiography			3/0
NUR 2296	Clinical Integration of Advanced Concepts of Arrhythmia Interpretation			2/0
NUR 2793	Nursing Process Applied to Basic Principles of Intravenous Therapy			2/0
NUR 2091	Advanced Principles of Intravenous Therapy			1/0
NUR 2810	Clinical Preceptorship in Intravenous Therapy			1/0
NUR 2990	Physical Examination and History Taking of the Adult Part I			3/0
NUR 2794	Clinical Assessment of Oxygenation and Acid-Base Status			2/0
NUR 2797	Clinical Integration of Mechanical Ventilation			2/0
NUR 2140	Cardio-pulmonary Pharmacotherapeutics			2/0
NUR 2791	Antibiotic and Anti-infective Therapy			2/0
NUR 2281C	The Geriatric Client in the Community			3/0
NUR 2933	Integration of Healing Touch With Technology			1/0

PARAMEDIC (CT 6450) (CENTRAL CAMPUS ONLY)

Certificates: Paramedic certificate

Program Code	CT 27-450
Assoc. Dean	Selma Verse
Telephone	439-8092
Program Faculty	Al Howe, 439-8260 Clay Tyson, 434-5146

This certificate program is offered for individuals who wish to complete the core curriculum and be eligible for licensure by the state of Florida to practice as a paramedic. This core curriculum is composed of the Department of Transportation National curriculum for EMT-Paramedic. It includes lecture, skills lab and clinical/fire rescue rotations. Application packets are available in the Admissions office.

See also information on the Emergency Medical Technology AS degree.

Paramedic Admissions - Limited Access Program

The following criteria are established to be eligible for placement in the selection pool. Meeting criteria for selection does not guarantee admission to the Paramedic program. Final selection will be based on the applicant pool and space available.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not-guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline(s)

The applicant must submit a completed Paramedic program application package to the Limited-Access program office on Central Campus by May 15 for the June class (each year) in order to be eligible for consideration for selection into the program.

2. Academic High School Diploma or GED

Proof of an academic high school diploma or an English language GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Central Campus.

4. Cumulative Grade Point Average
2.0

5. Placement Test Scores

Placement test scores (CPT) must be taken and scores meet minimum requirements for entrance into college-level English and math courses. If scores do not meet minimum requirements, prescribed remediation must have been successfully completed by the application deadline.

6. Medical Exam

Not required for application to this program (see 8.A., 8.B. and 8.C. below).

7. Program Interview/Counseling

Not applicable.

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CHAPTER 8 - CERTIFICATE PROGRAMS

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8. Special Notes

- A. Once officially accepted into the Paramedic program, a medical examination on a PBCC Allied Health medical examination form dated within one year prior to the start of the program must be submitted by the applicant.
- B. Evidence will have to be provided indicating that the student's physical condition will allow him/her to satisfactorily perform paramedic competencies, including the ability to lift 100 pounds.
- C. All accepted applicants into the Paramedic program are strongly encouraged to be currently immunized against communicable diseases, including hepatitis B. Documentation of completion of or refusal to obtain hepatitis B immunization must be provided upon entrance into the program.
- D. Emergency Medical Technician (EMT) licensure or passing EMT test results must be submitted to be eligible for selection.
- E. Student accident/health insurance must be currently active during each enrollment period while a student is attending PBCC. Students must provide documentation of a valid and current health and accident policy during each enrollment period.

Course#	Title	Sem.	Hrs.Cr./Voc.	Crs.
EMS 1119C	* Emergency Medical Service Technology			8
EMS 1271	Paramedic I			2
EMS 1271L	Paramedic Skills I Laboratory			3
EMS 1272	Paramedic II			6
EMS 1272L	Paramedic Skills II Laboratory			2
EMS 1294L	Clinical/Field Rotation I			7
EMS 1273	Paramedic III			6
EMS 1273L	Paramedic Skills III Laboratory			2
EMS 1295L	Clinical/Field Rotation II			7
Total 43				

* These credits will be awarded to individuals who possess a current Florida State Certified EMT Certificate.

ATC: PERIOPERATIVE NURSING (CT 4317)

These Perioperative Nursing courses are offered to licensed registered nurses who require additional course work to be employed in a perioperative area. An Advanced Technical Certificate: Perioperative Nursing, will be awarded after a minimum of 12 credit course are completed in any combination of the following courses:

CORE COURSES

(at least one of these courses must be taken)

Course#	Title	Sem.	Hrs.Cr./Voc.	Crs.
NUR 2293C	Perioperative Nursing			6
NUR 2790	Registered Nurse First Assistant (Lecture component)			3
NUR 2790L	Registered Nurse First Assistant (Clinical component)			3
(NUR 2790 and NUR 2790L must be taken together = 6 credits)				

ELECTIVE COURSES

Course#	Title	Sem.	Hrs.Cr./Voc.	Crs.
NUR 2297	Clinical Integration of Basic Electrocardiography for Nurses			3/0
NUR 2935	Clinical Application of 12 Lead Electrocardiography			3/0
NUR 2296	Clinical Integration of Advanced Concepts of Arrhythmia Interpretation			2/0
NUR 2793	Nursing Process Applied to Basic Principles of Intravenous Therapy			2/0
NUR 2091	Advanced Principles of Intravenous Therapy			1/0
NUR 2794	Clinical Assessment of Oxygenation And Acid-Base Status			2/0
NUR 2810	Clinical Preceptorship in Intravenous Therapy			1/0
NUR 2797	Clinical Integration of Mechanical Ventilation			2/0
NUR 2140	Cardio-pulmonary Pharmacotherapeutics			2/0
NUR 2791	Antibiotic and Anti-infective Therapy			2/0
NUR 2990	Physical Examination and History Taking of the Adult Part I			3/0
NUR 2933	Integration of Healing Touch with Technology			1/0

CHAPTER 8 - CERTIFICATE PROGRAMS

PSAV: PC SUPPORT SERVICES (\$520)

This program is designed to prepare students for employment as Software Support Help Desk personnel and PC Support Specialists. The program offers a broad foundation of knowledge and skills. The content includes software applications and operating systems including the use of advanced software/system features and programs; electronic communication via the Internet; Web page components; computer networking and network administration, the interrelationships among major components of networks; hardware and software selection and installation; integration techniques to enhance projects; and preventative hardware maintenance.

Laboratory activities are an integral part of this program and include the use of keyboarding systems, computers, computer software and peripheral equipment.

The standard length of this program is 900 hours.

PSAV: PLUMBING APPRENTICESHIP (CT 5174)

The Plumbing Apprenticeship program is a four-year, 8,000-hour certificate program offered in partnership with the Florida Plumbing Apprenticeship Association, Inc. (FPAA). Interested students must be accepted by the FPAA which will offer employment opportunities with participating plumbing contractors as students are enrolled in the program. This open-shop apprenticeship program meets all of the requirements of both the Department of Labor and the Department of Education. For enrollment information and course schedules, contact FPAA at 561/697-2215.

First year of apprenticeship

Course #	Title	Sem	Hrs.Cr./Voc.Cr.
BCV 0850P	Plumber's Apprentice I (Fall Term)		0/2
BCV 0852P	Plumber's Apprentice II (Winter Term)		0/2
BCV 0940PR	Plumber's Apprentice Co-op I (Fall/Winter Terms)		0/3
BCV 0941PR	Plumber's Apprentice Co-op II (Summer Term)		0/3

Second year of apprenticeship

BCV 0853P	Plumber's Apprentice III (Fall Term)		0/2
BCV 0854P	Plumber's Apprentice IV (Winter Term)		0/2
BCV 0942PR	Plumber's Apprentice Co-op III (Fall/Winter Terms)		0/3
BCV 0943PR	Plumber's Apprentice Co-op IV (Summer Term)		0/3

Third year of apprenticeship

BCV 0855P	Plumber's Apprentice V (Fall Term)		0/2
BCV 0856P	Plumber's Apprentice VI (Winter Term)		0/2
BCV 0944PR	Plumber's Apprentice Co-op V (Fall/Winter Terms)		0/3
BCV 0945PR	Plumber's Apprentice Co-op VI (Summer Term)		0/3

Fourth year of apprenticeship

BCV 0857P	Plumber's Apprentice VII (Fall Term)		0/2
BCV 0858P	Plumber's Apprentice VIII (Winter Term)		0/2
BCV 0946PR	Plumber's Apprentice Co-op VII (Fall/Winter Term)		0/3
BCV 0947PR	Plumber's Apprentice Co-op VIII (Summer Term)		0/3

Total 0/52

RESPIRATORY THERAPY TECHNOLOGY (CT 5156)

Certificates: Respiratory therapy technology; Respiratory therapy technology certificate

Students receiving a Certificate of Completion from the technician program are eligible to sit for the national entry-level examination.

Successful passing of this exam earns the candidate the credential of Certified Respiratory Therapist (CRT).

Completion of the following courses is required prior to admission to the program. No credit will be given.

HSC 1000	Introduction to Health Care
HSC 1000L	Introduction to Health Care Lab

The following courses are also required prior to admission to the program. Credit towards the certificate will be given.

BSC 1085	Anatomy and Physiology I		3/0
BSC 1085L	Anatomy and Physiology I Laboratory		1/0
Course#	Title	Sem.	Hrs.Cr./Voc. Crs.
BSC 1086	Anatomy and Physiology II		3/0
BSC 1086L	Anatomy and Physiology II Laboratory		1/0
ENC 1101	College Composition I		3/0
MAC 1105	College Algebra		3/0
RET 1272	Fundamentals of Respiratory Care I		9/0
RET 1272L	Fundamentals of Respiratory Care I Laboratory		3/0
RET 1874L	Clinical Internship I		1/0
RET 1273	Fundamentals of Respiratory Care II		6/0
RET 1273L	Fundamentals of Respiratory Care II Laboratory		2/0
RET 1875L	Clinical Internship II		3/0
RET 1876L	Clinical Internship III		4/0
Total			42/0

NOTE: All RET and co-requisite science courses must be completed with a C or better and taken in sequence. Licensure in the state of Florida must meet Department of Professional Regulation standards.

CHAPTER 8 - CERTIFICATE PROGRAMS**PSAV: STRUCTURAL DRAFTING (5209)**

The content of this program prepares students for employment as structural drafters. The content includes instruction in blueprint reader, drafting assistant, cartographic drafter, civil drafter, and structural drafter.

The program focuses on skills and stresses understanding and demonstration of the elements of this industry, such as planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety and environmental issues.

Laboratory activities are an integral part of this program and provide instruction in drafting machines, office reproduction equipment, drafting tools, computer-assisted design systems, technical publications and reference materials and drafting.

The standard length of the program is 1800 clock hours.

NOTES:

CHAPTER 9 • FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by two participating private institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit and content of its own courses, and assigns the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have meaning in the Statewide Course Numbering System (SCNS) Table 9-1. The list of course prefixes and numbers, along with their generic titles, is referred to as the SCNS taxonomy. Descriptions of the content of courses are referred to as course equivalency profiles.

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between the participating institutions that offer the course, with a few exceptions.*

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses SYG 010 to identify its social problems course. The level code is the first digit and represents the year in which students normally take this course at a specific institution. In the SCNS taxonomy,

SYG means Sociology, General; the century digit 0 represents Entry-Level General Sociology; the decade digit 1 represents Survey Course; and the unit digit 0 represents Social Problems.

In science and other areas, a C or L after the course number is known as a lab indicator. The C represents a combined lecture and laboratory course that meets in the same place at the same time. The L represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating regionally accredited postsecondary institution to another is guaranteed in cases where the course to be transferred is offered by the receiving institution and is identified by the same prefix and last three digits at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

Sometimes, as in Chemistry, a sequence of one or more courses must be completed at the same institution in order for the courses to be transferable to another institution, even if the course prefix and numbers are the same. The information is contained in the individual SCNS course equivalency profiles for each course in the sequence.

The Course prefix is a three-letter designation for a major division of an academic disci-

pline, subject matter area or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix used to identify the course.

Authority for Acceptance of Equivalent Courses

State Board of Education Rule 6A-10.024(17), Florida Administrative Code, reads:

When a student transfers among institutions that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be equivalent to courses offered at the receiving institution and are entered in the course numbering system. Credit so awarded can be used by transfer students to satisfy requirements in these institutions on the same basis as native students.

Exceptions to the General Rule for Equivalency

The following courses are exceptions to the general rule for course equivalencies and may not be transferable. Transferability is at the discretion of the receiving institution:

1. Courses in the 900-999 series (e.g., ART 2905)
2. Internships, practice, clinical experiences and study-abroad courses
3. Performance or studio courses in Art, Dance, Theater and Music
4. Skills courses in Criminal Justice
5. Graduate courses

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Florida Department of Education, 401 Turlington Bldg., 325 W. Gaines Street, Tallahassee, FL 32399-0400. Tel: (850) 488-6402 or the Florida Department of Education, Office of Postsecondary Education Coordination, 1101 Florida Education Center, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (904) 488-6402 or Suncom 278-6402.

Prefix	Level Code (first digit)	Century Code (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
SYG	1	0	1	0	
Sociology, general	Freshman level at this institution	Entry-level general sociology	Survey course	Social problems	No lab component in this course

Table 9-1, Example of course identifier

* Refer to "Exceptions to the General Rule for Equivalency" in this chapter.

CHAPTER 9 - COURSE DESCRIPTIONS

Accounting	ACO, ACG, TAX	German Language	GER	Respiratory Care	RET
Acting	TPP	Graphic Arts	GRA	Secretarial	OST
Aeronautics	AVM, ASC, ATF, ATT	Health, Education and Safety	HSA, HSC	Social Sciences	SYG, SSI
Anatomy and Physiology	BSC	History	AMH, HIS, LAH, WOH	Sociology	SYG
Anthropology	ANT	Home Economics	CTE, FSS, HEV	Sonography	SON
Architectural Drawing	BCN, TAR	Hospitality Management	FOS, FSS, HFT	Spanish Language	SPN
Art	ARH, ART, GRA	Human Services	HUS	Speech Communications	SPC
Asian Studies	ASN	Humanities	HUM	Statistics	STA
Astronomy	AST	Insurance	RMI	Student Development	SLS
Automotive	AER	Interdisciplinary	IDS	Study Tours	FOL
Ballet	DAA	Interior Design	HHD, IND	Surveying, Land	SUR
Banking	BAN, BRC	Italian Language	ITA	Taxes	TAX
Biological Sciences	BOT, BSC, MCB, OCE,	Jewish/Judaic Studies	JST	Television	RTV
	PCB, ZOO	Journalism	JOU, MMC	Theater Arts	ORI, TPA, TPP, THE
Bookkeeping	APA	Legal Assistant	PLA	Therapeutic Activity	LEI
Building Construction	BCN	Literature	AML, ENL, LIT	Water/Waste Water Management	EVS
Business Law	BUL	Local Government	PAD	Word Processing	OST
Canadian Studies	ISS	Management	MAN, MAR, MNA		
Career Development	SLS	Marketing	MAR, MKA		
Chemistry	CHM	Manufacturing, Robotic/Automated	ETI		
Child Care	CHD, DEP, EDG, EEC	Materials Engineering	ETM		
Child Development	DEP	Mathematics	MAC, MAP, MAT, MGF, MTB		
College Preparatory Courses	ENC, ESL,	Medical Terminology	MRE		
	MAT, REA	Mental Health	HUS		
Commercial Art	ART, GRA	Mexico Travel Study	FOL		
Comparative Governments	CPO	Montessori Philosophy	EEC		
Computer Drafting	CGS	Music General	MUC, MUE, MUH, MUL,		
Computer Technology	CEN, COT, CGS,		MUM, MUN, MUS, MUT		
	CIS, COP	Music Applied	MVB, MVJ, MVK, MVP,		
Consumer Education	COA		MVS, MVV, MVW		
Criminal Justice	CCJ, CJD, CJT	Nursing	NUR		
Dance	DAA	Nutrition	DIE, FSS, HUN		
Data Processing (See Computer Technology)		Occupational Therapy Assistant	OTH		
Dental Assisting	DEA	Office Systems Technology	OCA, OFT,		
Dental Hygiene	DEH, DES		ST, OTA		
Dietetic Technician	DIE, FSS, HUN	Ornamental Horticulture	GEO, ORH,		
Drafting and Design	CAP, EET, EGS ETD,		PLS, PMA, SOS		
	ETC, ETI	Paramedic	EMS		
Drafting, Machine/Mechanical	ETD	Philosophy	PHI		
Drafting, Fabrication	ETD	Photography	PGY		
Early Childhood Education	CHD, EEC	Pesticides	IPM, ENY		
Ecology	APB	Physical Education	PEL, PEM, PEN, PEO,		
Economics	ECO, ECS		PEP, PEQ, PET		
Education	EDF, EDP	Physics, Physical Science AST, GLY PHY, PSC			
Electronics/Electricity	CET, EET	Political Science	POS		
Emergency Medical Technology	EMS	Postal Service Technology	MNA		
Engineering-General	EGS	Psychology	CLP, DEP, PSY, SOP		
English Language and Literature	AML,	Plumbing	BCV		
	CRWV, ENC, ENL, LIT	Public Administration	PAD		
Fire Science	FFP	Public Relations	PUR		
French Language	FRE	Radiological Technology	RTE		
General Business	GEB	Reading	REA		
Genetics	PCB	Real Estate	REE		
Geography	GEO	Recreation	LEI		
Geology	GLY	Religion	REL		

COURSE PREFIXES

AA=Associate in arts

AS=Associate in science

VC=Vocational credit

CT=Certificate program

ATC=Advanced Technical certificate

CP = College prep

ACG 2022 FINANCIAL ACCOUNTING (AA) 4 crs.

Introduction to financial accounting concepts including the accounting cycle, internal control, balance sheet accounts, cash flow and characteristics of corporations. (First course in an introductory series.) (4 hr. Lecture)

ACG 2071 MANAGERIAL ACCOUNTING (AA) 3 crs.

PREREQUISITE: ACG 2022

Introduction to managerial accounting concepts including financial statement analysis, accounting's role in management decision-making, cost concepts and behavior, job order and process cost accounting, cost-volume-profit analysis responsibility accounting, differential analysis and capital investment analysis. (Second course in an introductory series.) (3 hr. Lecture)

ACG 2100 INTERMEDIATE ACCOUNTING (AS) 3 crs.

PREREQUISITE: ACG 2071

Conceptual framework for financial accounting and reporting providing in-depth examination of the accounting process and the content of financial statements, including cash, short-term investments, receivables, inventories, current liabilities, plant and intangible assets and long-term investments. This course may not be transferable. (3 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

ACG 2360 COST ACCOUNTING (AS)3 crs. PREREQUISITE: ACG 2071

Examines common cost systems with emphasis on cost for materials, labor, overhead, standard costs and cost relationships. This course may not be transferable. (3 hr. Lecture)

ACG 2450 MICROCOMPUTER OPERATIONS - ACCOUNTING (AS)3 crs. PREREQUISITES: ACG 2071 and CGS 1510 or permission of instructor

Overview of microcomputer accounting applications. A general accounting computer program is used to complete the accounting cycle for different types of businesses. Spreadsheet analyses are included, as well as 10-key calculator segment. (3 hr. Lecture)

ACO 2661 ACCOUNTING INFORMATION SYSTEMS (AS)3 crs. PREREQUISITE: ACG 2071

Introduction to the design and operation of accounting information systems emphasizing information theory, computers and behavioral concepts related to internal control and system analysis. (3 hr. Lecture)

AER 1000C AUTOMOTIVE PARTS AND CUSTOMER RELATIONS (AS)3 crs.

Supplements apprenticeship in auto technology providing theory for a foundation in automotive technology. (2 hr. Lecture, 2 hr. Lab)

AER 1004C ENGINE DIAGNOSIS AND REPAIR (AS)3 crs.

Supplements apprenticeship in rebuilding automotive engines including disassembly and assembly techniques and restoring tolerances by machining of engine components. (2 hr. Lecture, 2 hr. Lab)

AER 1100C ELECTRICAL SYSTEM DIAGNOSIS AND REPAIR (AS)3 crs.

Supplements apprenticeship in basis electrical systems for automotive equipment. Topics include lighting systems, schematic troubleshooting, power-assist systems and wiring harnesses. (2 hr. Lecture, 2 hr. Lab)

AER 1112C ENGINE PERFORMANCE (AS)3 crs.

Supplements apprenticeship as a continuation of AER 1000 with emphasis on advance diagnosis, testing and repair procedure. Application of the chassis dynamometers, HC/CO testers and oscilloscopes is stressed. (2 hr. Lecture, 2 hr. Lab)

AER 1120C SUSPENSION AND STEERING SYSTEMS (AS)3 crs.

Supplements apprenticeship in steering systems (both power and manual), suspension systems and wheel alignment including suspension, front end and steering repair and alignment.

AER 1121C BRAKE SYSTEM DIAGNOSIS AND REPAIR (AS)3 crs.

Supplements apprenticeship in brake systems, window regulators, seat mechanisms, exhaust systems and other chassis accessories. (2 hr. Lecture, 2 hr. Lab)

AER 1131C AUTOMATIC TRANSMISSION AND TRANSAXLES (AS)3 crs

Supplements apprenticeship in automatic transmissions, clutches, standard transmissions, overdrives, propeller shafts and drive axles, includes theory of basis operation, diagnosis, maintenance and repair. (2. Lecture, 2 hr. Lab)

AER 1162C MANUAL TRANSMISSIONS AND DRIVE TRAIN (AS)3 crs.

Supplements apprenticeship in parts numbering, storage, cataloging, retrieval, ordering and stocking and includes marketing, financial analysis, personnel management, work scheduling and distribution and use of pricing manuals. (2 hr. Lecture, 2 hr. Lab)

AER 1171C HEATING AND AIR-CONDITIONING SYSTEMS (AS)3 crs.

Supplements apprenticeship in automotive heating and air-conditioning systems with emphasis on air-conditioning cycle. (2 hr. Lecture, 2 hr. Lab)

One credit for each of the following will be granted to an apprentice who satisfactorily completes a term of training on the job:

AER 1940C APPRENTICE EXPERIENCE I (AS)

AER 1941C APPRENTICE EXPERIENCE II (AS)

AER 1942 APPRENTICE EXPERIENCE III (AS)

AMH 2010 UNITED STATES HISTORY TO 1865 (AA)***3 crs.

Examines the extension of European culture into the Western Hemisphere, the growth and development of the 13 English colonies and intensive study of the Constitution of the United States and the early national period of the United States to the end of the Civil War. Written work: 2,000 words. Requires a grade of C or better for transfer for AA degree credit. (3 hr. Lecture)

AMH 2020 UNITED STATES HISTORY FROM 1865 TO THE PRESENT*** (AA)3 crs.

Continuation of AMH 2010. Emphasizes the development of the United States into a global power. Focus on the internal, economic, social, political and cultural movements that have impacted American history. Requires a grade of C or better for transfer for AA degree credit. (3 hr. Lecture)

AMH 2078 EXPLORATIONS IN COMMUNITY HISTORY (AA)3 crs. PREREQUISITES: ENC 1101, ENC 1102

An introduction to the resources, techniques and methods of local and regional history. It derives its focus from student research projects into local history. Both class and field work experience are incorporated, and student research and writing will be discussed and evaluated. (3 hr. Lecture)

AMH 2091 AFRICAN-AMERICAN HISTORY (AA)3 crs.

Presents a comprehensive view of the American past and present as each relates to race relations and democratic ideals, and equips students with the ability to analyze the meaning of the African-American experience. It includes related concerns and relations of African-Americans, Indians, Hispanics and other ethnic cultures as they impact American life today. (3 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

AML 2010 AMERICAN LITERATURE TO 1865*****(AA)3 CRS.****PREREQUISITE:** ENC 1101

Development of American literature from colonial times to the end of the Civil War. Written work: 3,000 words. Requires a grade of C or better for transfer for AA degree credit. (3 hr. Lecture)

AML 2020 AMERICAN LITERATURE AFTER 1865* (AA)3 CRS.****PREREQUISITE:** ENC 1101

The rise of modern American literature and current literary trends and contemporary American writers are stressed. Written work: 3,000 words. Requires a grade of C or better for transfer for AA degree credit. (3 hr. Lecture)

ANT 2000 ANTHROPOLOGY**(AA)3 CRS.**

Survey of anthropology: human kind's remote origins, physical traits (physical anthropology), languages (linguistics) and antiquities (archaeology), as well as lifestyles and institutions of peoples around the world (cultural and social anthropology). Diversities and similarities are explored through selected theories and methods. Written work: 2,000 words. Requires a grade of C or better for transfer for AA degree credit. (3 hr. Lecture)

APA 1111 BOOKKEEPING I**(AS)3 CRS.**

Application of accounting concepts and procedures in sole proprietorship service and merchandising companies offering: (1) vocational preparation for jobs in accounting, (2) a practical background in accounting for other careers, such as clerical, secretarial, sales and managerial positions, and (3) preparation and background for more advanced studies. (3 hr. Lecture)

APA 1121 BOOKKEEPING II**(AS)3 CRS.****PREREQUISITE:** APA 1111

Application of accounting concepts and procedures in partnerships, corporations and manufacturing accounting in preparation for a position as a full-charge bookkeeper. The course will include valuation of receivables, inventories and equipment as well as the analysis and interpretation of financial statement and the statement of cash flows. (3 hr. Lecture)

APA 2172 COMPUTERIZED BOOKKEEPING (AS)4 CRS.**PREREQUISITES:** APA 1111, APA 1121

An overview of computerized bookkeeping applications software. Windows, spreadsheet software and a payroll program will be used to familiarize the students with the basic support tools available to a full-charge bookkeeper. (4 hr. Lecture)

ARC 1301 ARCHITECTURAL DESIGN I (AA)3 CRS.**CO-REQUISITE:** ARC 1701

The first of a required four term design studio sequence, this course introduces students to the design of space as the analysis, formation and articulation of habitable volumes. (1 hr. Lecture, 4 hr. Lab)

ARC 1302 ARCHITECTURAL DESIGN II (AA)3 CRS.**PREREQUISITE:** ARC 1301C, ARC 1701;**CO-REQUISITE:** ARC 2212

The second in a four linked studio sequence, continues investigation and development of space-shaping language and its inherent structure and process of application. Skills learned in Design I are engaged in both analysis and design processes, and concrete linkage to the History of Architecture course are developed through the requirement that materials introduced in lectures be further investigated through spatial analysis. (1 hr. Lecture, 4 hr. Lab)

ARC 1701 HISTORY OF ARCHITECTURE (AA)3 CRS.

A general survey of social, political and cultural factors which have generated architecture from prehistoric times through the eighteenth century. (3 hr. Lecture)

ARC 2212 THEORY OF ARCHITECTURE (AA)3 CRS.**PREREQUISITE:** ARC 1301C

The student will demonstrate a proficiency in the basic principles, theories, concepts, goals and aspirations of architecture according to contemporary professional values. (3 hr. Lecture)

ARC 2303 ARCHITECTURAL DESIGN III (AA)3 CRS.**PREREQUISITES:** ARC 1302C, ARC 2212;**CO-REQUISITE:** ARC 2461

The third of eight required courses, developing the analytical and generative processes applied to spatial precedents begun in Architectural Design II. Architectural space as it is sited both in history and landscape is the primary focus of the studio, requiring concrete linkages which parallel the Architectural Theory course. (1 hr. Lecture, 4 hr. Lab)

ARC 2304 ARCHITECTURAL DESIGN IV (AA)3 CRS.**PREREQUISITE:** ARC 2303C, ARC 2461

The fourth required design course in a four-course sequence is intended to summarize and engage the various foundational skills, abilities and understandings from the previous three design courses. Integration and utilization of the information from the architecture courses will be engaged. (1 hr. Lecture, 4 hr. Lab)

ARC 2461 MATERIALS AND METHODS OF CONSTRUCTION I (AA)3 CRS.

Introduction to materials and methods of construction with emphasis on wood, masonry, concrete and steel. The evaluation of materials, functional applications and code requirements are stressed. Lab exercises include photographs of representative building systems and components with models. Field trips to building construction sites and fabricating plants are also included. (3 hr. Lecture)

ARC 2501 STRUCTURES (AA)3 CRS.**PREREQUISITE:** MAC 2233

Basic study in the principles and evaluations of structures as applied to architecture. Major topics of study include statics, stress, and the characteristics of beam and column behavior. This course will enable the student to develop a structural sense in creating architectural solutions. (3 hr. Lecture)

ARH 1000 ART APPRECIATION* (AA)3 CRS.**

Explores important works of the visual arts from the past and present and is designed to provide insights into works of art and meet the needs of the General Education program in the Humanities. Written work: 2,000 words minimum. Requires a grade of C or better for transfer for A.A. degree credit. (3 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

ARH 2050 HISTORY OF ART (EARLY)* (AA)3 CRS.**

A study of works of art from prehistoric world through the Renaissance including painting, sculpture and architecture. Written work: 2,000 words minimum. Requires a grade of C or better for AA degree credit. (3 hr. Lecture)

ARH 2051 HISTORY OF ART (MODERN)* (AA)3 CRS.**

A study of works of art from post Renaissance through modern including painting, sculpture and architecture. Written work: 2,000 words minimum. Requires a grade of C or better for A.A. degree credit. (3 hr. Lecture)

ART 1100C INTRODUCTION TO CRAFTS (AA)3 CRS.

Survey of arts and crafts pertaining to recreational leadership, mental health programs, occupational therapy and educational programs. Power and hand tools will be used to create projects in clay, wood, paper, fibers and metal. (2 hr. Lecture, 2 hr. Lab)

ART 1101C CRAFTS (AA) (MAY BE REPEATED ONE TIME)3 CRS.

In-depth training in a limited number of materials and techniques for crafts, according to the student's individual needs. (2 hr. Lecture, 2 hr. Lab)

ART 1110C INTRODUCTION TO CERAMICS (AA)3 CRS.

Introduces basic methods of ceramic production in hand building, wheel throwing and glaze application. (2 hr. Lecture, 2 hr. Lab)

ART 1111C INTERMEDIATE CERAMICS (AA) (MAY BE REPEATED ONE TIME)3 CRS.

PREREQUISITE: ART 1110C

Continuation of ART 1110C. Kiln stacking, firing and glaze formulation. (2 hr. Lecture, 2 hr. Lab)

ART 1201C DESIGN FUNDAMENTALS (AA) (BASIC CORE COURSE)3 CRS.

A basic course in visual principles and elements of design emphasizing the vocabulary of art and technical skill in handling art tools for two dimensional visual elements. (2 hr. Lecture, 2 hr. Lab)

ART 1202C COLOR DESIGN (AA)3 CRS.

PREREQUISITES: ART 1201C and ART 1300C

Continues the visual elements and principles of composition with emphasis on color theory and the use of color and light in design. (2 hr. Lecture, 2 hr. Lab)

ART 1203C THREE-DIMENSIONAL DESIGN (AA)3 CRS.

PREREQUISITES: ART 1201C and ART 1300C

An introductory course in three-dimensional visual experiences with emphasis on observing reality using the principles of design. Technical skills utilize sculptural medias. (2 hr. Lecture, 2 hr. Lab)

ART 1230C ADVERTISING DESIGN I (AA)3 CRS.

PREREQUISITES: ART 1201C and ART 1300C

An introduction to graphic design using the visual elements and principles of design, knowledge of tools and layout procedures. (2 hr. Lecture, 2 hr. Lab)

ART 1300C DRAWING FUNDAMENTALS (AA) (BASIC CORE COURSE)3 CRS.

An introductory course in drawing using three-dimensional design principles. Emphasis is on vision and the two-dimensional surface. Technical skills are developed through various graphic media. The use and purpose of illusions, including linear perspective, are explored preparatory to expressive drawing and compositions. (2 hr. Lecture, 2 hr. Lab)

ART 1301C INTERMEDIATE DRAWING (AA)3 CRS.

PREREQUISITES: ART 1201C and ART 1300C

Continuation of drawing skills started in ART 1300C with an introduction into figure drawing. (2 hr. Lecture, 2 hr. Lab)

ART 2150C JEWELRY DESIGN I (AA)3 CRS.

An introductory course in practical methods of handmade jewelry, emphasizing historical and contemporary approaches to design and technical skills. Basic techniques introduced include: soldering, annealing, filing, drilling, bezel formation, polishing and buffing, inlay, and casting. (2 hr. Lecture, 2 hr. Lab)

ART 2231C ADVERTISING DESIGN II (AA)3 CRS.

PREREQUISITE: ART 1230C

Production procedures from roughs to finished art. Computer assisted using selected software programs. (2 hr. Lecture, 2 hr. Lab)

ART 2232C ADVERTISING DESIGN III (AA)3 CRS.

PREREQUISITE: ART 2231C and GRA 2800C

Visualization and presentation of layout and design with emphasis on designing a company's advertising program. Speed and proficiency are goals, and the production becomes the basis for a personal portfolio. (2 hr. Lecture, 2 hr. Lab)

ART 2400C INTRODUCTION TO PRINTMAKING (AA)3 CRS.

PREREQUISITES: ART 1201C and ART 1300C

An introduction to printmaking techniques. (2 hr. Lecture, 2 hr. Lab)

ART 2401C PRINTMAKING (AA) (MAY BE REPEATED TWICE FOR CREDIT)3 CRS

PREREQUISITE: ART 2400C

Printmaking with emphasis on image-making related to printing processes. (2 hr. Lecture, 2 hr. Lab)

ART 2510C INTRODUCTION TO PAINTING (AA)3 CRS.

PREREQUISITES: ART 1201C ART 1300C

Fundamental techniques of painting in water color, acrylic or oil. (2 hr. Lecture, 2 hr. Lab)

ART 2520C PAINTING COMPOSITION (AA) (MAY BE REPEATED TWICE FOR CREDIT)3 CRS.

PREREQUISITE: ART 2510C

Continuation of ART 2510C with further investigation of expression and composition through technical procedures. (2 hr. Lecture, 2 hr. Lab)

ASC 1101 AERO-NAVIGATION (AS)3 CRS.

PREREQUISITE: ATT 1100

Introduction to navigation including piloting, dead reckoning, radio and celestial and use of serial charts, plotters and navigational procedures are provided. (3 hr. Lecture)

ASC 1210 AERO-METEOROLOGY (AS)3 CRS.

Weather, its hazards and available FAA services for pilots. (3 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

ASC 1310 AERO-SAFETY AND REGULATIONS (AS)2 CRS.

In-depth study of Federal Aviation Regulations and procedures required through the ATP rating. A portion of the time will be spent analyzing aircraft performances related to regulations and safe operating procedures. (2 hr. Lecture)

ASC 1640 PROPULSION SYSTEMS (AS)3 CRS.

Theory of engines, engine construction, engine operating procedures. Performance and safe engine operation are emphasized. (3 hr. Lecture)

ASC 2550 AERODYNAMICS (AS).....3 CRS.

PREREQUISITE: ATT 1100

Study of physical flight principles including airflow, airfoils and the production of lift and drag as applied to airplane performance, stability and control. Special attention is given to high-speed and hovering flight. (3 hr. Lecture)

AST 1002 DESCRIPTIVE ASTRONOMY (AA)3 CRS.

Introductory survey of the universe, the solar system, structure and motion of the earth and moon; formation and decay of stars; planetary motion; physical nature of the planets, comets and meteors; basic laws of astronomy, nebulae and galactic structure. Lectures, discussion and observations. (3 hr. Lecture)

AST 1005 PLANETARY ASTRONOMY (AA)3 CRS.

Primary conceptual study of the solar system, including the motions and properties of the Earth, Sun, Moon and planets, formation of the solar systems, and discoveries from recent space missions. Course includes an observational component utilizing small telescopes and computer-controlled cameras. (3 hr. Lecture)

AST 1006 STELLAR AND GALACTIC ASTRONOMY (AA)3 CRS.

Primary conceptual study of our Sun, other stars, galaxies, and the Universe, including their formation, evolution, and ultimate fate, as well as discoveries from recent space missions. Course includes an observational component utilizing small telescopes and computer-controlled cameras. (3 hr. Lecture)

ATF 1100 FLIGHT - PRIVATE (AS)3 CRS.

FAA Private Pilot's license requires a minimum of 40 hours flight time of which at least 10 must be solo flight. This course provides 53 hours of flight time including 3 hours for FAA check ride. Examinations in both flight and ground subjects are given by the FAA.

ATF 1600 BASIC FLIGHT SIMULATOR (AS)1 CR.

Fifteen class hours are required for FAA credit consisting of an introduction to simulator systems and basic instrument flight maneuvers involving development of calibration scan and interpretation techniques.

ATF 2200 FLIGHT - COMMERCIAL (AS).....3 CRS.

FAA Commercial Pilot's license requires 250 hours of flight time, of which 50 hours can be completed in an FAA approved flight simulated training device. This course includes 23 hours of flight time, of which 10 hours are in a complex aircraft, 20 hours are dual instruction; also includes 3 solo hours for FAA check ride. Some flight hours may be saved by attending a FAA-approved ground and flight school. The FAA gives examinations in both flight and ground subjects.

ATF 2210 INTERMEDIATE FLIGHT LAB (AS)1 CR.

PREREQUISITE: ATF 1100

This course provides students the flight time necessary to qualify them to apply for the instrument/commercial ratings. 50 hours of flight time are required with specific cross country, pilot in command and night flying required. Students having adequate flight time logged may apply for credit through experiential learning. (50 contact hrs.)

ATF 2250 ADVANCED FLIGHT LAB (AS)1 CR.

PREREQUISITE: ATF 1150

This course provides students the flight time necessary to qualify them to apply for the commercial rating. 45 hours of flight time are required with specific cross country, pilot in command instrument flight and night flying required. Students having adequate flight time logged may apply for credit through experiential learning. (45 contact hrs.)

ATF 2300 FLIGHT - INSTRUMENT (AS)3 CRS.

For an instrument rating, the FAA requires 15 hours of instrument instruction and 40 hours of pilot instrument time with appropriate ground school. FAA Flight and Ground examinations must be passed. Course includes 38 hours of flight time. Course provides 35 hours of dual flight instruction and 3 hours solo aircraft time for the FAA check ride.

ATF 2400 MULTI-ENGINE FLIGHT (AS)1 CR.

PREREQUISITES: ATT 1100, ATF 1100, ATT 2110;
CO-REQUISITE: ATT 2110

This course is designed to allow either a private or commercial pilot to add an airplane multi-engine land class rating to an existing pilot certificate. This course includes 13 hours of dual instruction and 2 hours for the FAA check ride. (15 hr. Lab)

ATF 2500 CERTIFIED FLIGHT INSTRUCTOR (AS)1 CR.

PREREQUISITES: ATF 1100, ATT 1100, ATT 2120, ATF 2300, ATT 2110, ATF 2200 or Commercial Pilots License and equivalent experience and ATT 2310;
CO-REQUISITE: ATT 2310

This course provides the flight instruction required to obtain the flight instructor certificate. This course includes 20 hours dual airplane instruction and 4 hours for the FAA check ride. (24 hr. Lab)

ATF 2605 INTERMEDIATE FLIGHT SIMULATOR (AS)1 CR.

PREREQUISITE: ATF 1600 or instructor/chairman approval.

Fifteen class hours are required for FAA credit; continuation of skill-developed simulator flight with emphasis on introduction to navigation systems and problems.

ATF 2610 ADVANCED INSTRUMENT FLIGHT SIMULATOR (AS)1 CR.

PREREQUISITE: ATF 1600 and ATF 2605 or instructor/chairman approval.

Twenty class hours are required for FAA credit. Advanced simulator laboratory designed to develop proficiency in cross-country IFR and approach IFR flight. Twenty hours is creditable toward FAA instrument instruction flight time requirements.

CHAPTER 9 - COURSE DESCRIPTIONS

**ATF 2691 INSTRUMENT
REFRESHER SIMULATOR
LABORATORY (AS)1 CR.**

Modular course covering simulator instruction for pilots on an individual basis: consists of three-hour simulator modules to improve pilot proficiency in handling instrument flight problems and meeting FAA instrument currency requirements. Requires instructor approval and is offered on demand. Completion of five modules earns one semester hour credit.

**ATT 1100 PRIVATE PILOT GROUND
SCHOOLS (AS)3 CRS.**

Theory of flight, navigation, meteorology, aircraft performance and regulations required to prepare for the FAA Private Pilot written examination. (3 hr. Lecture)

**ATT 2110 COMMERCIAL PILOT
GROUND SCHOOL (AS)3 CRS.**

PREREQUISITE: ATT 1100

This course includes basic aerodynamics, advanced airplane performance, airplane systems and powerplants, aviation weather, fars, navigation, flight operations, aeromedical factors, aeronautical decision making, cockpit resource management and multi-engine airplane operation. It prepares the student for the FAA commercial pilot written examination and the multi-engine airplane rating. (3 hr. Lecture)

**ATT 2120 INSTRUMENT GROUND
SCHOOLS (AS)3 CRS.**

PREREQUISITE: ATT 1100

Continuation of Commercial/ Instrument Ground School with emphasis on instrument navigation, flight procedures, approaches, weather for instrument pilots and advanced aircraft performance. Preparation for FAA instrument examination. (3 hr. Lecture)

**ATT 2130 FLIGHT INSTRUCTOR
GROUND SCHOOL
(AS)1 CR.**

PREREQUISITE: ATT 1100, ATF 1100, ATT 2120, ATF 2300, ATT 2110 & ATF 2200

This course introduces the student to fundamentals of flight instruction. It includes information on the learning process, effective teaching methods, critique and evaluation, lesson plans, and psychological behavior. The course prepares the student for the FAA Fundamentals of Instructing written test and the flight instructor airplane written examination. (1 hr. Lecture)

**AVM 2010 AEROSPACE AND
AIR TRAVELS (AS)3 CRS.**

PREREQUISITE: ATT 1100

Study of passenger movement, air freight and airline operations including financing, personnel, training, procurement of equipment, public relations and other problems related to air carriers and contractors. (3 hr. Lecture)

**BAN 1114 DEPOSIT OPERATIONS
(AS)3 CRS.**

Overview of U.S. payments system, banking law and regulation and current industry practices and examines bank deposit-taking, considers how banks manage deposited funds and explores the interbank EFT systems. (3 hr. Lecture)

**BAN 1141 TELLER TRAINING
(AS)2 CRS.**

Basic teller skills for banking divided into seven content modules, each covering a specific area. (3 hr. Lecture)

**BAN 1161 CORPORATE
SECURITIES SERVICES
(AS)3 CRS.**

Corporate securities processing and administration including an overview of how a bank's corporate securities services department serves as an intermediary between corporations, states, municipalities, investors and public authorities. (3 hr. Lecture)

**BAN 1207 PROBLEM LOANS
(AS)1 CR.**

Using a case study approach, previews the primary causes of problem loans, warning signals and how to minimize losses. (1 hr. Lecture)

**BAN 1211 STATEMENT ANALYSIS
(AS)3 CRS.**

Basic concepts and skills of statement analysis. (3 hr. Lecture)

**BAN 1212 FUNDAMENTALS
OF ANALYZING FINANCIAL STATE-
MENTS (AS)2 CRS.**

Basic understanding of financial statements and their use in a bank. It shows how financial statements are used in analyzing the lending situation and making the loan decision. It is not intended to replace Analyzing Financial Statements. (2 hr. Lecture)

**BAN 1240 CONSUMER LENDING
(AS)3 CRS.**

Overview of the consumer credit operation examining the role of consumer credit in overall banking operations by offering an enhanced understanding of the consumer credit function. (3 hr. Lecture)

**BAN 1254 REAL ESTATE
DOCUMENTATION (AS)1 CR.**

Concentrates on lending practices for one-to-four family residences, essential underwriting processes and consumer compliance regulations including the secondary mortgage market. (1 hr. Lecture)

**BAN 1425 SELLING BANK
SERVICES (AS)1 CR.**

Sales techniques for customer-contact personnel resulting in new business for the bank and encourage present customers to broaden the range of bank services they use. Emphasis is on identifying customer needs for bank transaction or form conversation with the customer and suggesting appropriate services. (1 hr. Lecture)

**BAN 1501 MONEY AND BANKING
(AS)3 CRS.**

Discusses financial institutions, characteristics of money, structure of the commercial banking system, creation of bank deposits, cash assets of banks, secondary reserves, earning assets, banking in the United States to 1913, the Federal Reserve System, Federal Reserve credit, sources and uses of member bank reserves, the money market, interest rates and liquidity. Federal Reserve policies and operations in the money market. Treasury operations in the money market, money and incomes, money and the price level, recent monetary problems and international finance. (3 hr. Lecture)

**BAN 1742 BANK MANAGEMENT
(AS)3 CRS.**

Discussion of bank financial statements, an overview of asset-liability management, deposit functions, lending, short-term funds management and capital management. (3 hr. Lecture)

**BAN 2155 INTERNATIONAL
BANKING (AS)2 CRS.**

Overview of the fundamentals of international banking, how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, international lending and how money is changed from one currency to another. (2 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

BAN 2156 LETTERS OF CREDIT (AS).....2 CRS.

Use of letters of credit, basic operations of letters of credit and examination of related documents including terms, upgraded letters of credit forms and module of issuance. (2 hr. Lecture)

BAN 2213 ANALYZING FINANCIAL STATEMENTS (AS).....3 CRS.

Explains basic elements of financial statements and the tools of analysis. Requires no accounting or credit training. Case studies, exercises and sample statements are utilized. (3 hr. Lecture)

BAN 2231 COMMERCIAL LENDING (AS).....3 CRS.

Overview of the commercial lending function targeted to management trainees and junior management and is divided into four sections: commercial lending, the lending process, portfolio management and regulation and business development. (3 hr. Lecture)

BAN 2252 REAL ESTATE FINANCE (AS).....3 CRS.

Mortgage credit operations of commercial banks are reviewed and addresses how funds are channeled into mortgage markets, the financing of residential and income-producing property and administrative tasks common to mortgage departments. (3 hr. Lecture)

BAN 2253 RESIDENTIAL MORTGAGE LENDING (AS).....2 CRS.

Basic information for making residential mortgage underwriting decisions by evaluating the borrower and the property. (2 hr. Lecture)

BAN 2400 TRUST BUSINESS (AS)3 CRS.

Covers property and property rights, wills, settlement of estates; responsibilities of executors and administrators; personal trusts; insurance trusts; administration of personal trusts; general responsibilities of trustees, general responsibilities of investment procedures of trustees; essential features of personal trust instruments; guardianships; personal agencies; responsibilities of personal agents; corporate trusts; administration of corporate trusts; corporate agencies; employee trusts; community trusts; institutional trusts and agencies; history of trust services; and historical background of trust institutions. (3 hr. Lecture)

BAN 2403 TRUST INVESTMENTS (AS)3 CRS.

Examines the securities business and broadens knowledge of the investment services offered by trust departments. (3 hr. Lecture)

BAN 2405 TRUST OPERATIONS (AS)3 CRS.

Discusses the concepts comprising trust functions and translates them into workable procedures and provides a reference from which those skills can be learned. Focuses on the development of knowledge and attitudes required. (3 hr. Lecture)

BAN 2412 FINANCIAL PLANNING (AS)3 CRS.

Overview of the financial planning process and its applications and prepares students for financial decisions at home and work. (3 hr. Lecture)

BAN 2750 COMPLIANCE MANAGEMENT (AS)1 CR.

Examines the effective compliance program using guidelines for determining how the compliance function fits with overall bank structure. Covers responsibilities of a compliance officer, explains how to implement a program and discusses ways to monitor and audit program for continued efficiency. (1 hr. Lecture)

BAN 2782 BANK INVESTMENTS AND FUNDS MANAGEMENT (AS).....3 CRS.

Discusses economic background of investments, federal government securities, federal agency securities, municipal securities, general obligation bonds, revenue bonds, market for Treasury and municipal securities, general nature of bank liquidity, primary reserves, secondary reserves, security prices, yield curves and their uses, safety consideration, tax and related considerations and investment policies. (3 hr. Lecture)

BAN 2931 ACCELERATED PRINCIPALS OF BANKING (AS)1 CR.

Condensed version of a 16-week course designed to give participants a concise overview of the banking industry. (1 hr. Lecture)

BCN 1210 BUILDING CONSTRUCTION MATERIALS (AS)3 CRS.

CO-REQUISITE: BCN 2253C

Covers sources, properties and uses of construction materials. (3 hr. Lecture)

BCN 1272 PLANS INTERPRETATION (AS).....3 CRS.

Develops ability to read and interpret working drawings and specifications used in the construction industry. (3 hr. Lecture)

BCN 2220 CONSTRUCTION MATERIALS AND METHODS (AS)3 CRS.

Construction methods are analyzed and classified. Developments in new materials and systems are discussed with emphasis on applications and future trends in South Florida. Some construction experience preferred. (3 hr. Lecture)

BCN 2253C TECHNICAL DESIGN II (AS).....3 CRS.

PREREQUISITE: ETD 1110C or equivalent;
CO-REQUISITE: BCN 1210

Problems in architecture are studied, such as details of footings, foundations, floors, walls, roofs and openings in masonry and wooden structures. Application is made through projects. (1 hr. Lecture, 5 hr. Lab)

BCN 2941 BUILDING CONSTRUCTION EXPERIENCE (AS)4 CRS.

Credit will be given those documenting four years experience toward journeyman-level tradesmanship. (4 hr. Lecture)

BCT 1600 ADVANCED CONSTRUCTION ESTIMATING (AS).....3 CRS.

Analysis and determination of building construction costs beginning with classification of materials, labor and subcontracted work into the smallest manageable units; estimating more advanced elements of building construction, analysis of costs of complicated systems of construction involving commercial buildings; and including indirect and overhead costs, the preparation of bid proposals and related documents. (3 hr. Lecture)

BCT 1743 CONSTRUCTION LAW (AS).....3 CRS.

Legal aspects of construction contracts and the responsibilities arising from field operations including relationship of general contractor to owner, architect and subcontractor, material, men and mechanics lien law; bonds; labor law; OSHA; workmen's compensation; taxes; and other statutes and ordinances regulating contractors. (3 hr. Lecture)

BCT 1750 CONSTRUCTION FINANCE (AS).....3 CRS.

Building construction financing and related contract requirements includes construction loans, permanent building mortgages, construction bids and contracts, penalty and incentive provisions, progress payments and retention, escalation provision, cost extras, performance and bid bonds, company profits, cash flow, business loans and insurance. (3 hr. Lecture)

BCT 2705 CONSTRUCTION SUPERVISION PROCEDURE (AS).....3 CRS.

Examines techniques of supervision and management of skilled and unskilled personnel on the job site, office personnel and technical and professional individuals includes problems of delegation of authority, accountability, morale, motivation, grievances, human relations, leadership and incentive. (3 hr. Lecture)

BCV 0850P PLUMBER'S APPRENTICE V (FIRST YEAR-TERM A) (VC)2 VOC.CRS.

PREREQUISITE: Acceptance into the Plumber's Apprentice Program;
CO-REQUISITE: BCT 0940PR

Term A covers the essentials of law and careers related to plumbing, tools, pipes and fittings used in plumbing installation, safety and hazardous materials training and review of basic mathematics and sciences applied to the plumber's trade. (72 hr. Lecture)

BCV 0852P PLUMBER'S APPRENTICE II (FIRST YEAR-TERM B)(VC)2 VOC.CRS.

PREREQUISITE: BCT 0850P;
CO-REQUISITE: BCT 0941PR

Continues first year of apprentice program with an overview of installation practices of plumbing fixtures, faucets and valves. First aid, occupational safety and health and blueprint reading and sketching. (72 hr. Lecture)

BCV 0853P PLUMBER'S APPRENTICE III (SECOND YEAR-TERM A)(VC).....2 VOC. CRS.

PREREQUISITE: BCT 0852P;
CO-REQUISITE: BCT 0942PR

Begins second year of program. Classroom instruction continues plumbing installation techniques including water pipes, distribution systems, water heaters, sewage and drainage fixtures. Applied mathematics continues to build on concepts covered in the first-year courses. (72 hr. Lecture)

BCV 0854P PLUMBER'S APPRENTICE IV (VC)2 VOC. CRS.

PREREQUISITE: BCT 0853P;
CO-REQUISITE: BCT 0943PR

Continues the second year of the program. Welding techniques and safety are continued from the previous course including soldering, brazing and cutting, metal-arc and oxy-acetylene welding and pipe tacking. Plumbing installation techniques are continued covering sewage pumps and ejectors, venting and hangers. The scientific concepts of water and water pressure are related to plumbing. Riggering and hoisting techniques and safety are reviewed. (72 hr. Lecture)

BCV 0855P PLUMBER'S APPRENTICE (VC)2 VOC. CRS.

PREREQUISITE: BCT 0854P;
CO-REQUISITE: BCT 0944PR

Begins the third year of the program. Introduces residential and commercial installation of plumbing fixtures and appliances, more on mathematical concepts commonly used by plumbers and emphasis on gas codes for installation, inspection and testing. (72 hr. Lecture)

BCV 0856P PLUMBER'S APPRENTICE VI (THIRD YEAR-TERM B) (VC)2 VOC. CRS.

PREREQUISITE: BCT 0855P;
CO-REQUISITE: BCT 0945PR

Covers further topics in applied mathematics including calculations of tank capacities, volume and weight of water, sizing storm drains and piping expansion. Advanced applied scientific topics include heat transfer, basic electricity, electric current, electrical safety and electrical troubleshooting. Advanced structural blueprint reading including floor plans, site plans, plumbing, electrical, HVAC and detail plans. (72 hr. Lecture)

BCV 0857P PLUMBER'S APPRENTICE VII (FOURTH YEAR-TERM A) (VC)2 VOC. CRS.

PREREQUISITE: BCT 0856P;
CO-REQUISITE: BCT 0946PR

Fourth-year course in the program begins repair and servicing of residential, commercial, institutional and industrial fixtures and piping systems. Mathematical concepts are advanced using formulas and tables to calculate pipe and system sizing. Heating systems are covered including hot water boilers, steam boiler, hydronic, warm air, solar and humidification systems. (72 hr. Lecture)

BCV 0858P PLUMBER'S APPRENTICE VIII (FOURTH YEAR-TERM B)(VC)2 VOC. CRS.

PREREQUISITE: BCT 0857P;
CO-REQUISITE: BCT 0947PR

Final semester in the four-year program continues the science applications related to pumps and pump repair and maintenance. Advanced blueprint reading, sketching and material take-off and estimated are covered. Plumbing codes are emphasized including regulations regarding sanitary drainage systems, medical facility plumbing, private sewage disposal, portable water supply pumps for mobile homes and trailer parks. (72 hr. Lecture)

BCV 0871E APPRENTICESHIP IN RESIDENTIAL WIRING I (FIRST YEAR-SECOND COURSE) (VC).....2 VOC. CRS.

(CO-REQUISITE: BCT 0950ER Electrical Apprenticeship Co-op I)

This course provides an introduction to general jobsite safety, emergency procedures including first aid and CPR, proper tool identification and use, basic rigging and digging techniques and introduction to construction blueprints and basic shop math. (72 contact hrs.)

BCV 0872E APPRENTICESHIP IN RESIDENTIAL WIRING II (FIRST YEAR-SECOND COURSE) (VC)2 VOC. CRS.

PREREQUISITE: Must have completed BCT 0871E Electrical Apprenticeship in Residential Wiring I and BCT 0950ER Electrical Apprenticeship Co-op I or have permission of instructor.

This course provides an introduction to the National Electrical Code NEC and its application to residential wiring. An understanding of the various types of standard & special circuits and wiring load calculation and installation techniques will be included. Selection of conduit, wire, boxes and cable trays are emphasized. (72 contact hrs.)

BCV 0873E APPRENTICESHIP IN ELECTRICAL WIRING III (VC)2 VOC. CRS.

PREREQUISITE: BCT 0872E Apprenticeship in Electrical Wiring II

This course provides an introduction to AC theory, AC circuits, single and three phase circuits and systems. Generation of AC power, transformers, various AC motors will also be examined. This is the third course in the apprenticeship sequence. (72 contact hrs.)

CHAPTER 9 - COURSE DESCRIPTIONS

BCV 0874E APPRENTICESHIP IN ELECTRICAL WIRING IV (VC)(SECOND YEAR - SECOND COURSE)2 VOC. CRS.

PREREQUISITE: BCV 0873E Apprenticeship in Electrical Wiring III;
CO-REQUISITE: BCV 0952ER Electrical Apprenticeship Co-op III

This course provides theory of basic DC circuits as applied to residential wiring and controls. Math concepts and theory for Ohm's Law, Watts' Law and introduction to Kirchhoff's Laws are covered. Series and parallel circuits, magnetism and DC motors/generators and controls are covered. This is the fourth course in the Electrical Apprenticeship sequence. (72 contact hrs.)

BCV 0875E APPRENTICESHIP IN ELECTRICAL WIRING V (VC) (THIRD YEAR - FIRST COURSE)2 VOC. CRS.

PREREQUISITE: BCV 0874E Apprenticeship in Electrical Wiring IV;
CO-REQUISITE: BCV 0954ER Electrical Apprenticeship Co-Op V

This course is first part of a two-course sequence dealing with building plans, basic calculations of source and loads, selection of materials, layout and installation of circuits for commercial buildings. (72 contact hrs.)

BCV 0876E APPRENTICESHIP IN ELECTRICAL WIRING VI (THIRD YEAR-SECOND COURSE)2 VOC. CRS.

PREREQUISITE: BCV 0875E;
CO-REQUISITE: BCV 0954ER

This course is second part of a two course sequence dealing with building plans, basic calculations of source and loads, selection of materials, layout and installation of circuits for commercial buildings. (72 contact hrs.)

BCV 0877E APPRENTICESHIP IN ELECTRICAL WIRING VII (VC)2 VOC. CRS.

PREREQUISITE: BCV 0876E

This course is the first part of a two course sequence dealing with the general principles of motor control and maintenance and AC/DC theory as it relates to motor. This is the seventh course in the Electrical Apprenticeship sequence.

BCV 0878E APPRENTICESHIP IN ELECTRICAL WIRING VIII (FOURTH YEAR-SECOND COURSE)2 VOC. CRS.

This course is the second part of a two-course sequence dealing with the general principles of motor control and maintenance and AC/DC theory as it relates to motors. This course includes an in-depth review of electrical theory and calculations. This is the eighth course in the Electrical Apprenticeship sequence.

BCV 0940PR PLUMBER'S APPRENTICE CO-OP I (VC)3 VOC. CRS.

PREREQUISITE: Admission to the Plumber's Apprentice program;
CO-REQUISITE: BCV 0850P

Coordinated work-study program reinforcing the educational and professional growth of students through parallel involvement in classroom studies and field experience. Students and their coordinator determine the objectives for the on-the-job assignment. The students are then evaluated by their immediate supervisor on the accomplishment of the stated objectives. (19.5 contact hrs.)

BCV 0941PR PLUMBER'S APPRENTICE CO-OP II (VC)3 VOC. CRS.

PREREQUISITES: BCV 0940PR, BCV 0850P;
CO-REQUISITE: BCV 0852P

Continues the field experience part of the Plumber's Apprentice program. A directed work-study program same as BCV 0940PR (25 contact hrs.)

BCV 0942PR PLUMBER'S APPRENTICE CO-OP III (VC)3 VOC. CRS.

PREREQUISITES: BCV 0941PR, BCV 0852P

Continues the field experience of students in the Plumber's Apprentice program. Coordinated, directed work-study objectives emphasize work safety in caulking cast iron pipe. (19.5 contact hrs.)

BCV 0943PR PLUMBER'S APPRENTICE CO-OP IV (VC)3 VOC. CRS.

PREREQUISITES: BCV 0942PR, BCV 0853P, BCV 0854P

Completes the second year of the Plumber's Apprentice program. It continues the directed work-study experience of the apprentice introducing drainage piping and blueprint reading and layout. (25 contact hrs.)

BCV 0944PR PLUMBER'S APPRENTICE CO-OP V (VC)3 VOC. CRS.

PREREQUISITES: BCV 0943PR, BCV 0854P

Continues the Plumber's Apprentice program. Venting, pipe cutting, reaming, threading and flanging are taught including use of power tools and safety. (19.5 contact hrs.)

BCV 0945PR PLUMBER'S APPRENTICE CO-OP VI (VC)3 VOC. CRS.

PREREQUISITES: BCV 0855P, BCV 0856P

Continues the Plumber's Apprentice program by providing directed work-study experience in hot and cold water systems in domestic installations. (25 contact hrs.)

BCV 0946PR PLUMBER'S APPRENTICE CO-OP VII (VC)3 VOC. CRS.

PREREQUISITES: BCV 0856P, BCV 0945PR

Continues the directed work-study portion of the Plumber's Apprentice program with emphasis on gas systems applications, safety and code requirements. (19.5 contact hrs.)

BCV 0947PR PLUMBER'S APPRENTICE CO-OP VIII (VC)3 VOC. CRS.

PREREQUISITES: BCV 0857P, BCV 0858P

Final directed work-study sequence in the four-year Plumber's Apprentice program. This course trains the student in single fixture and water heater systems installation. (25 contact hrs.)

BCV 0950ER ELECTRICAL APPRENTICESHIP CO-OP V (VC)3 VOC. CRS.

PREREQUISITE: Admission to the Electrical Apprenticeship Program;
CO-REQUISITE: BCV 0871E Apprenticeship in Residential Wiring I

This is a coordinated work study program which reinforces the educational and professional growth of students through parallel involvement in classroom studies and field experience in the electrical trade. Students and their coordinator determine the objectives for the on-the-job assignment. The students are then evaluated by their immediate supervisor on the accomplishment of the stated objectives. (19.5 contact hrs.)

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**BCV 0951ER ELECTRICAL
APPRENTICESHIP (CO-OP) II
(VC)3 VOC. CRS.**

PREREQUISITES: BCV 0950ER Electrical Apprenticeship Co-Op I, BCV 0871E Apprenticeship in Residential Wiring I and BCV 0872E Apprenticeship in Residential Wiring II

This course continues the field experience part of the Electrical Apprenticeship program. It is a coordinated, directed work-study program reinforcing classroom instruction in the electrical trade. The student and field coordinator determine the objectives for the on-the-job assignment, and the student is evaluated according to the objectives. (25 contact hrs.)

**BCV 0952ER ELECTRICAL
APPRENTICESHIP CO-OP III
(VC)3 VOC. CRS.**

PREREQUISITE: BCV 0951ER: Electrical Apprenticeship Co-Op II;
CO-REQUISITE: BCV 0873E or BCV 0874E

This is a coordinated work-study program which reinforces the educational and professional growth of students through parallel involvement in classroom studies and field experience in the electrical trade. Students and their coordinator determine the objectives for the on-the-job assignment. The students are then evaluated by their immediate supervisor on the accomplishment of the stated objectives. (19.5 contact hrs.)

**BCV 0953ER ELECTRICAL
APPRENTICESHIP CO-OP IV
(VC)4 VOC. CRS.**

PREREQUISITES: BCV 0874E: Apprenticeship in Residential Wiring IV & 2ER: Electrical Apprenticeship Co-Op III

This course continues the field experience part of the Electrical Apprenticeship program. It is a coordinated, directed work-study program reinforcing classroom instruction in the electrical trade. The student and field coordinator determine the objectives for the on-the-job assignment, and the student is evaluated according to the objectives. (25 contact hrs.)

**BCV 0954ER ELECTRICAL
APPRENTICESHIP CO-OP V
(VC)3 VOC. CRS.**

PREREQUISITE: BCV 0943E;
CO-REQUISITE: BCV 0875E or BCV 0876E

This course continues the third year of the Electrical Apprenticeship work-study experience by providing work experience in installing and servicing commercial wiring systems. Field activities are coordinated with classroom activities to provide students the opportunity to apply their knowledge and gain hands on skills. (Repeatable two terms) (19.5 contact hrs.)

**BCV 0955ER ELECTRICAL
APPRENTICESHIP CO-OP VI
(VC)3 VOC. CRS.**

PREREQUISITE: BCV 0954ER

This course continues the Electrical Apprenticeship OJT experiences over the summer when classroom training is not offered. (25 contact hrs.)

**BOT 1010 GENERAL BOTANY I
(AA)3 CRS.**

PREREQUISITE: BSC 1010 & BSC 101L;
CO-REQUISITE: BOT 1010L

Introductory survey of the plant kingdom with emphasis on phylogenetic relationships includes cytology, morphology, anatomy, physiology and economic importance of plants. (3 hr. Lecture)

**BOT 1010L GENERAL BOTANY I
LABORATORY (AA)1 CR.**

PREREQUISITE: BSC 1010 & BSC 101L;
CO-REQUISITE: BOT 1010

Laboratory exercises correlating topics of the lecture. (2 hr. Lab)

**BRC 1311 CREDIT UNION
ACCOUNTING (AS)3 CRS.**

Basic course in financial accounting applied to credit unions (3 hr. Lecture)

**BRC 1351 CREDIT UNION
ECONOMICS (AS)3 CRS.**

Macroeconomic issues related to credit unions and related financial institutions including supply and demand, inflation, GNP and elasticity, function of money, regulation of financial institutions, national monetary and fiscal policies and global economics. (3 hr. Lecture)

**BSC 1005 CONCEPTS IN BIOLOGY
(AA)3 CRS.**

For non-science majors only. Course is designed to give students an understanding of the major biological concepts. Lecture and discussions focus on how an understanding of biological concepts is relevant to environmental, social and ethical problems. Note: Course cannot be used to satisfy degree requirements by students who already have credit in BSC 1010. (3 hr. Lecture)

**BSC 1010 PRINCIPLES OF
BIOLOGY (AA)3 CRS.**

Introduction to biology, cellular biology and biochemistry, genetic theory, evolutionary principles and ecological problems with emphasis on principles of man's responsibility to the environment. (3 hr. Lecture)

**BSC 1010L PRINCIPLES OF
BIOLOGY LABORATORY
(AA)1 CR.**

PREREQUISITE or CO-REQUISITE: BSC 1010

Laboratory studies in biochemistry, physiology, taxonomy, morphology and genetics (2 hr. Lab)

**BSC 1050 ENVIRONMENTAL
CONSERVATION (AA)3 CRS.**

Examines the natural environment and man's activities and identifies ecological problems man confronts. Lectures, demonstrations, field trips and completion of a conservation project. ((3 hr. Lecture)

**BSC 1085 ANATOMY AND
PHYSIOLOGY I (AA)3 CRS.**

CO-REQUISITE: BSC 1085L

Introductory course in the structure and functions of the human body. Topics include organization of the body, cell activities, early embryology, tissues and skin, skeletal, muscular and nervous systems. (3 hr. Lecture)

**BSC 1085L ANATOMY AND
PHYSIOLOGY I LAB (AA)1 CR.**

CO-REQUISITE: BSC 1085

Laboratory to accompany BSC 1085. (2 hr. Lab)

**BSC 1086 ANATOMY AND
PHYSIOLOGY II (AA)3 CRS.**

CO-REQUISITE: BSC 1086L;

PREREQUISITE: BSC 1085 Continuation of BSC 1085.

The circulatory, endocrine, reproductive, excretory, digestive and respiratory systems of the body are studied. (3 hr. Lecture)

**BSC 1086L ANATOMY AND
PHYSIOLOGY II LAB (AA)1 CR.**

CO-REQUISITE: BSC 1086

Laboratory to accompany BSC 1086. (2 hr. Lab)

**BUL 2241 BUSINESS LAW I
(AA)3 CRS.**

Introductory course on the fundamental concepts of law in society and the business environment. Topics include state and federal court systems, common statutory law, administrative procedures and constitutional law with emphasis on torts, contracts, bailments and sales (warranties and liabilities). (3 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

BUL 2242 BUSINESS LAW II (AS)3 CRS.

Continuation of BUL 2241 includes negotiable instruments (checks, drafts and notes), principal and agent, business associations (including proprietorships, partnerships and corporations), debtor-creditor relationships and real and personal property. (3 hr. Lecture)

CCJ 1010 INTRODUCTION TO CRIMINOLOGY (AA)3 CRS.

Examines four interrelated areas: 1) history of criminology/ development of criminology; 2) causes of criminal behavior; 3) ways of defining and measuring crime and criminality; 4) methods for testing, examining, construction and criticizing criminological theories. (3 hr. Lecture)

CCJ 1020 ADMINISTRATION OF CRIMINAL JUSTICE (AA)3 CRS.

Overview of the system of administration of justice with emphasis on due process, justice and Constitutional guarantees and civil rights of citizens and prisoners at various levels. (3 hr. Lecture)

CCJ 1191 INTRODUCTION TO HUMAN BEHAVIOR AND THE CRIMINAL JUSTICE PRACTITIONER (AA)3 CRS.

Study of the nature and peculiarities of human behavior in direct relation to crime and delinquency with emphasis on how behavior relates to the duties and responsibilities of criminal justice practitioners in a democratic society. (3 hr. Lecture)

CCJ 1250 INTRODUCTION TO CONSTITUTIONAL LAW (AA)3 CRS.

Introductory study of the United States Constitution and Florida Constitution presenting an in-depth analysis of constitutional law with emphasis on arrest, search and seizure, interrogations, self-incrimination and authority and limitations on police actions under the Bill of Rights. (3 hr. Lecture)

CCJ 1281 LEGAL RIGHTS AND RESPONSIBILITIES OF PRISONERS AND CORRECTIONAL STAFF (AA)3 CRS.

Introduction to the legal rights, responsibilities and liabilities of offenders and correctional officials in institutional and community-based settings and rules and regulations of the state. (3 hr. Lecture)

CCJ 1400 POLICE ADMINISTRATION I (AA) ... 3 CRS.

Covers administrative activity of a modern police department including administration, records, auxiliary services, recruitment, supervision, personnel evaluation, discipline, planning and training. (3 hr. Lecture)

CCJ 1401 POLICE ADMINISTRATION II (AA) ...3 CRS.

Covers police department operations which are seen by the general public, including the patrol, traffic, juvenile, vice and detective divisions. (3 hr. Lecture)

CCJ 2210 CRIMINAL LAW (AA)3 CRS.

Study of the scope, purpose, definition and classification of crimes. Includes criminal intent, acts of omission and commission and offenses against the person and property. Elements of more common offenses and their defense are studied in-depth. (3 hr. Lecture)

CCJ 2230 LAWS OF EVIDENCE (AA)3 CRS.

Examines evidence and rules governing admissibility of evidence to court and continues the study of the criminal justice system. Emphasis on Florida laws of evidence and their application. (3 hr. Lecture)

CCJ 2231 LAW OF ARREST, SEARCH AND SEIZURE (AA)3 CRS.

Covers right and duty to make arrests; obligations imposed by oath of officer; distinction between felony and misdemeanor; requisites of legal arrest in the Florida Penal Code; immunity from arrest, legal rights to suspect, techniques and procedures in effecting arrests; legal use of force, degree of force, rights of arrested persons; attitude and remarks of arresting officer; laws and regulations pertaining to search and hold for evidence or confiscation of property. (3 hr. Lecture)

CCJ 2310 ORGANIZATION & ADMINISTRATION OF CORRECTIONAL FACILITIES (AA)3 CRS.

The organization of institutions is studied. Treatment, custody and support activities are examined as entities and in relation to each other. Custodial, classification, reception and orientation and release procedures are reviewed including planning programs for specialized behavioral problems of inmates. (3 hr. Lecture)

CCJ 2330 PRINCIPLES OF PROBATION AND PAROLE (AA)3 CRS.

Examines procedures associated with community-based treatment programs before and after incarceration including sentencing patterns, problems and procedures along with administrative policies. Supervision of probationers and parolees including individual treatment and counseling methods will be explored. (3 hr. Lecture)

CCJ 2500 JUVENILE DELINQUENCY (AA)3 CRS.

Introduction to causes and treatment of juvenile delinquency. The organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile status and court procedures; methods in delinquency control; and special attention given to forms of family, church and community resources bearing on juvenile adjustment and preventive measures. (3 hr. Lecture)

CCJ 2940C CRIMINAL JUSTICE INTERN PROGRAM (AA)4 CRS.

PREREQUISITE: Sophomore students or others, determined by the division chair, based on course work or experience

Examines the functions and operations of local criminal justice agencies. Placements are available with police, courts and correctional agencies. Participants will be assigned, supervised and evaluated by the instructor and agency personnel. (1 hr. Lecture, 9 hr. Lab)

CDO 0100 TRACTOR TRAILER CDL (VC)3 CRS.

For Class A Commercial Vehicle Driving Certificate (08-206). 350 hours with 175 hours of classroom instruction and 175 hours of driving. This class will be 10 weeks in length and will require students to attend class 7-1/2 hours per day during the training. Students will receive a Class A CDL with all hazard endorsements. A physical exam, drug screening and driver violation background check are required prior to being accepted in the course. (350 contact hrs.)

CDO 0200 TRUCK AND BUS CDL (VC)3 CRS.

For Commercial Class B Driving Certificate (08-207). 120 hours of training with 60 hours in the classroom and 60 hours of driving. This class will be 4 weeks in length with attendance required for 7-1/2 hours per day. Students will exit with a Class B Truck and Bus CDL with all hazards endorsed. DOT physical, drug screening and driver record check are required prior to enrollment. (120 contact hrs.)

CHAPTER 9 - COURSE DESCRIPTIONS

CEN 1932 NETWORK ESSENTIALS I (AA) 3 CRS.

PREREQUISITE: CGS 1570 or equivalent computer experience

This course is designed to cover the fundamentals of networking and network design with a strong emphasis on the various Microsoft Windows operating systems. In addition, this course will help students prepare to make Microsoft's Networking Essentials certification exam #70-058. (3 hr. Lecture)

CEN 2503 NETWORK ADMINISTRATION I (AS).... 3 CRS.

PREREQUISITE: CGS 1565

This course is designed to provide the basics of managing a network operating system. The student will learn how to use administrative tools to improve information access, system performance and data security on the network using Novell Netware 4.x. (3 hr. Lecture)

CEN 2504 NETWORK ADMINISTRATION II (AS) ...3 CRS.

PREREQUISITE: CEN 2503: Network Administration I

This course enhances network management skills of network administrators. It covers topics related to both server and client management using Novell Netware 4.x. (3 hr. Lecture)

CEN 2507 NETWORK INSTALLATION AND DESIGN (AS)3 CRS.

PREREQUISITE: CGS 2504: Network Administration II

This course covers the tasks and develops skills necessary to create a solid strategy for installation and design of a network using Novell NetWare 4.x. (3 hr. Lecture)

CEN 2522 NETWORK TECHNOLOGIES (AS)3 CRS.

PREREQUISITE: CGS 1565: Microcomputer Operating Systems

This course includes the basic concepts of networking including transmission media, the OSI model, protocols and relationships between the parts of the network. (3 hr. Lecture)

CEN 2524 NETWORK SERVICE & SUPPORT (AS) 3 CRS.

PREREQUISITE: CGS 2503: Network Administration I, CEN 2504: Network Administration II, CEN 2507: Network Installation & Design and CEN 2522: Network Technologies

This course develops skills to prevent, diagnose and resolve hardware related problems in a Novell NetWare 4 network operating system. (3 hr. Lecture)

CET 1123C MICROPROCESSORS (AS) 4 CRS.

PREREQUISITE: CET 2112C or permission of instructor

Explores how microprocessor chips can be lined with appropriate peripheral ICs to accomplish logic functions from simple AND, OR, logic to the complexities of the general purpose digital computer. Emphasis on the use of the microprocessor as a controller, rather than as a data processor. Topics include: microprocessor chip logic, bussing, memory, programming, interfacing, A/D and D/A conversion and device communications. The 8080 microprocessor trainers are provided in the lab. Students get hands-on experience programming and interfacing to actual equipment. (3 hr. Lecture, 2 hr. Lab)

CET 2112C LOGIC CIRCUITS (AS)4 CRS.

Study of digital devices and systems included in SSI and MSI technology. Topics include number system; binary arithmetic; Boolean algebra and theorems; Karnaugh maps and other reduction techniques; basic AND, OR, NOT, NAND and NOR gates and FFs; counters; registers; arithmetic circuits; and multiplexors. In the lab, students construct logic blocks and small logic systems from the basic chips and test actual circuits against theory. (3 hr. Lecture, 2 hr. Lab)

CGS 1060 PC STARTER (AS)1 CRS.

Introduces the computer novice to the personal computer (PC). Designed to familiarize students with the keyboard, disks, printers, Windows and the major application software packages. A number of practical problems are solved during hands-on laboratory sessions. (1 hr. Lecture)

CGS 1510 ELECTRONIC SPREADSHEET I (AS)1 CRS.

Introductory course using a popular spreadsheet program covering the basics of spreadsheet design, development of spreadsheets, and reviews suggested applications. (1 hr. Lecture)

CGS 1511 ELECTRONIC SPREADSHEET II (AS)1 CRS.

PREREQUISITE: CGS 1510 or CGS 1570

This is the second course in the use of a popular spreadsheet program. This course expands on the concepts developed in the first course, CGS 1510. (1 hr. Lecture)

CGS 1512 ELECTRONIC SPREADSHEET III (AS)1 CRS.

PREREQUISITE: CGS 1511

This is the third course in the spreadsheet sequence. In this course, the student learns to customize and automate spreadsheet applications. (1 hr. Lecture)

CGS 1513 ELECTRONIC SPREADSHEETS (AS)3 CRS.

Hands-on training with a popular electronic spreadsheet including entering text, numbers and formulas, retrieving, saving and erasing files, manipulating column widths and text alignment, absolute and relative addressing, insert and delete rows/columns, database functions and macros; same as CGS 1510/1511/1512. (3 hr. Lecture)

CGS 1540 BEGINNING DATABASE CONCEPTS (AS)1 CRS.

This is the first course in a three-course sequence. Students are introduced to data base concepts and capabilities. Simple database files are created and indexed; reports and mail labels are produced. (1 hr. Lecture)

CGS 1541 INTERMEDIATE DATABASE CONCEPTS (AS) ..1 CRS.

PREREQUISITE: CGS 1540

This is the second course in a three-course sequence. Modular design, structural integrity and detailed reports and forms are created. (1 hr. Lecture)

CGS 1543 DATABASE MANAGEMENT (AS)3 CRS.

This course provides hands-on training in the use of a popular database program. Students will learn introductory through advanced database concepts; same as CGS 1540/1541/2542. (3 hr. Lecture)

CGS 1554 PC ON-LINE SERVICES (AS)1 CRS.

PREREQUISITES: CGS 1060 or CGS 1570

This is an introduction to the use of a PC to connect to an on-line service. This is not a course on the theory of PC telecommunications. Any one of a number of on-line services may be studied. Topics covered are: PC hardware, modems, telephone lines, communication software and the appropriate on-line service software. (1 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

CGS 1555 INTRODUCTION TO THE INTERNET (AA)3 CRS.**PREREQUISITE:** CGS 1570

This course will prepare the student to work and study in contemporary society by developing skills in the electronic communications. Students will learn how to get connected to the Internet, perform research via the Internet and create a personal web page. (3 hr. Lecture)

CGS 1560 INTRODUCTION TO USING AN OPERATING SYSTEM (AS)1 CR.**PREREQUISITES:** CGS 1060 or CGS 1570 experience

This course is an introduction to the use of a specific computer operating system. It is not a course on the theory of operating systems. Any one of a number of operating systems may be studied, either single or multiuser. The hardware platform used may be a microcomputer, a minicomputer, a mainframe or a network or computer systems. Topics include: the establishment and management of system security and system access; the customization of the system environment; the optimization of system performance; the installation and the use of system peripherals; the management of file storage system; execution of the system editor; creation of system commands with the system control language; and the installation and use of applications. (1 hr. Lecture)

CGS 1561 INSIDE THE PC (AS)1 CR.**PREREQUISITE:** CGS 1560 or equivalent experience

Designed for a non-technical approach to initially installing a personal computer and how to keep the system running efficiently throughout its life-cycle including maintaining the system, diagnosing common hardware problems, installing new software packages and upgrading the hardware. (1 hr. Lecture)

CGS 1565 MICROCOMPUTER OPERATING SYSTEMS (AS)3 CRS.

This course introduces the student to a variety of operating system platforms used in a microcomputer environment. (3 hr. Lecture)

CGS 1570 MICROCOMPUTER APPLICATIONS (AA)3 CRS.

This course will enable students to utilize common microcomputer hardware and software typically used in the workplace. Practical hands-on assignments in the areas of word processing, spreadsheet, database, presentation graphics, telecommunications and multimedia, as they apply to the workplace, will be explored in the course. (3 hr. Lecture)

CGS 2525 MULTIMEDIA PRESENTATIONS (AS)3 CRS.**PREREQUISITE:** CGS 1060 or CGS 1565 or CGS 1570

This course will introduce the student to the use of multimedia in art, business, education, music and other areas. Multimedia objects will be created to include: graphics, audio, music, video and text. Presentations and tutorials will be created using a multimedia presentation/authorizing system which will link multimedia objects to include graphics, audio, music, video and text. (3 hr. Lecture)

CGS 2542 ADVANCED DATABASE CONCEPTS (AS)1 CR.**PREREQUISITE:** CGS 1541

This is the third course in a sequence. The emphasis is on structured design programming. Custom input screens are designed. Multiple files are linked and operated on. (1 hr. Lecture)

CGS 2949 COMPUTER FIELD INTERNSHIP (AS)2 CRS.**PREREQUISITE:** Completion of a majority of the Computer Information Systems Analysis technical core course, and division chair approval

This course provides practical experience in the performance of computer consulting, computer training and hardware/software installation tasks in the industry setting. (6 hr. Lab)

CHD 0015 CHILD CARE SUPERVISION (AS) (SCHOOL-AGE CHILD CARE)3 CRS.

Required to obtain child-care certification offered by Palm Beach Community College; includes child growth and development, activities for children for growth and learning, appropriate class management techniques, teacher-made games and activities and planning and evaluating activities.

CHD 1110 INFANTS/ TODDLERS (AS)3 CRS.

Prepares the student for group care in center-based settings, for family-based day care or for home care of children. (3 hr. Lecture)

CHD 1130 FOUNDATIONS OF COMPETENCE IN THE PRESCHOOL CLASSROOM I (AS)3 CRS.**PREREQUISITE:** CHD 1110

Continuation of CHD 1110 providing a foundation of knowledge and understanding of child growth and development as a basis for planning and providing developmentally appropriate learning experiences in preschool classrooms. (3 hr. Lecture)

CHD 1131 FOUNDATIONS OF COMPETENCE IN THE PRESCHOOL CLASSROOM II (AS)3 CRS.

This course provides a foundation of knowledge and understanding of child growth and development as a basis for planning and providing developmentally appropriate learning experiences in preschool classrooms. (3 hr. Lecture)

CHD 1220 CHILD DEVELOPMENT, INFANCY/PRESCHOOL (AS)3 CRS.

Explores parenting in relation to fulfilling children's needs, child development and growth of the infant and preschool child; and covers emotional, intellectual, physical and social development; stages of childhood; communication process between adult and child; guidance approaches; health and safety; family structures; issues affecting the child and family; and community resources which provide parent education, family and children services and other related resources. (3 hr. Lecture)

CHD 1440 EARLY CHILDHOOD EDUCATION PRACTICUM I (AS)3 CRS.

This is a coordinated work-study program which reinforces the educational and professional growth of the student through field experience (minimum 10 hrs./week) in a licensed and approved early childhood setting. (1 hr. Lecture, 10 hr. Lab)

CHD 1441 EARLY CHILDHOOD EDUCATION PRACTICUM II (AS)3 CRS.

This course is a continuation of CHD 1440. (1 hr. Lecture, 10 hr. Lab)

CHAPTER 9 - COURSE DESCRIPTIONS

CHM 1015 PRINCIPLES OF CHEMISTRY (AA)..... 3 CRS.

Introduction to principles of chemistry for students not needing an intensive course. It covers the structure of atoms, periodic law, pH and other important concepts of general chemistry and progresses through elementary organic chemistry into certain areas of biochemistry. It includes chemistry relevant to health and the numerous chemical products in use today. (3 hr. Lecture)

CHM 1015L PRINCIPLES OF CHEMISTRY LABORATORY (AA)1 CR.

CO- or PREREQUISITE: CHM 1015

Study of metric measurements, physical and chemical properties, elements and compounds and laboratory techniques and skills. (2 hr. Lab)

CHM 1040 GENERAL CHEMISTRY I (AA) 3 CRS.

PREREQUISITE: MAT 1033

This is the first course of a three-course sequence. An introduction to the elementary principles of modern chemistry emphasizing structure and properties of matter, stoichiometry, nomenclature and bonding. (May be exempted by passing a waiver examination.) (3 hr. Lecture)

CHM 1041 GENERAL CHEMISTRY II (AA) 3 CRS.

PREREQUISITE: CHM 1040 or acceptable score on waiver examination and MAC 1105

This is the second course of a three-course sequence. The topics emphasized include acids and bases, gases, states of matter, solutions, thermodynamics and nuclear chemistry. (3 hr. Lecture)

CHM 1041L GENERAL CHEMISTRY II LABORATORY (AA)1 CR.

CO-REQUISITE: CHM 1041

Laboratory for CHM 1041. (3 hr. Lab)

CHM 2046 GENERAL CHEMISTRY III (AA) 3 CRS.

PREREQUISITES: CHM 1041 and MAC 1105

This is the third course of a three course sequence. The topics emphasized include kinetics, equilibrium, ionic equilibria of acids, bases and salts and electrochemistry. (3 hr. Lecture)

CHM 2046L GENERAL CHEMISTRY III LABORATORY (AA)1 CR.

CO-REQUISITE: CHM 2046

Laboratory for CHM 2046. (3 hr. Lab)

CHM 2210 ORGANIC CHEMISTRY I (AA) 3 CRS.

PREREQUISITE: CHM 1041, 1041L; CO-REQUISITE: CHM 2210L

First of a two-semester sequence covering fundamental concepts, nomenclature, synthesis and reactions of classes of organic compounds, with emphasis on molecular structure and reaction mechanisms. (3 hr. Lecture)

CHM 2210L ORGANIC CHEMISTRY I LABORATORY (AA) 1 CR.

PREREQUISITE: CHM 1041L; CO-REQUISITE: CHM 2210

Laboratory portion of Organic Chemistry I. Introduction of organic laboratory principles and techniques: vacuum filtration; recrystallization; extraction; distillation; and chromatography. (4 hr. Lab)

CHM 2211 ORGANIC CHEMISTRY II (AA) 3 CRS.

PREREQUISITE: CHM 2210; CO-REQUISITE: CHM 2211L

Continuation of CHM 2210. Study of NMR aromatic compounds and other compounds containing oxygen and nitrogen. (3 hr. Lecture)

CHM 2211L ORGANIC CHEMISTRY II LABORATORY (AA)1 CR.

PREREQUISITE: CHM 2210 AND 2210L; CO-REQUISITE: CHM 2211

Continuation of CHM 2210L with more complex synthesis and introduction to IR and gas chromatography. (4 hr. Lab)

CIS 2300C CICS (CUSTOMER INFORMATION CONTROL SYSTEM) (AS)3 CRS.

(CO- and/or PREREQUISITE: COP 2121)

Includes map building, CICS command-level instructions using the COBOL computer language, terminal control functions, program linkage area (DFHCOMMAREA), inter-program linkage, program debugging using the CICS/VS storage dumps and EDF, techniques using the EIB. (2 hr. Lecture, 2 hr. Lab)

CIS 2321 SYSTEMS AND APPLICATIONS (AS)3 CRS.

PREREQUISITE: CGS 1570

Utilizes system analysis techniques for the solution of business and information systems problems. A team approach is stressed throughout the course of study. Major topics include methods of system investigation, input/output design, system documentation, communication, system implementation, security, hardware selection and software selection. A case-study approach is utilized. (3 hr. Lecture)

CJD 0120 CORRECTIONS AUXILIARY PREREQUISITE (CT) 96 CONTACT HOURS

This program provides job-related training to those students seeking employment as Correctional Auxiliary Officers. The content of this course includes knowledge of Codes of Ethics, history and evolution of laws, introduction to the Criminal Justice System, corrections rules, rights, and responsibilities, basic law and legal procedures, medical first responder training and human relations skills. (96 contact hours)

CJD 0704 CRIMINAL JUSTICE DEFENSIVE TACTICS (CT)2 VOC. CRS.

Basic course in unarmed defense tactics to teach law enforcement officers how to protect themselves against armed and unarmed attackers, how to subdue and control them from point of contact to incarceration. Also included are transport methods, search techniques and custody responsibilities. (66 contact hrs.)

CJD 0705 CRIMINAL JUSTICE WEAPONS (VC)2 VOC. CRS.

Effective use of the two basic weapons of a law enforcement agency in a safe effective manner. Students are exposed to elementary chemical weapon use. (57 contact hrs.)

CJD 0715 PHYSICAL TRAINING (VC)3 VOC. CRS.

This course introduces the student to the concept of fitness for living. Each student shall have the opportunity to evaluate one's self and engage in a planned program for fitness. (90 contact hrs.)

CJD 0723 CRIMINAL JUSTICE VEHICLE OPERATIONS (VC)1.5 VOC. CR.

Vehicle operations course covering how to maneuver vehicles in a safe and effective manner with emphasis on the driver, the vehicle, the driving environment, vehicle "pullovers," felony stops and basic operational skills and a driving pad. (48 contact hrs.)

CJD 0732 LAW ENFORCEMENT TRAFFIC (VC)1.5 VOC. CRS.

Basic traffic-accident investigation with emphasis on traffic enforcement concept and techniques, control, and direction, accident-scene management, skid-mark evidence and reporting procedures includes information on organ/tissue donation and common alcohol violations and sobriety testing. (45 contact hrs.)

CHAPTER 9 - COURSE DESCRIPTIONS

CJD 0741 EMERGENCY PREPAREDNESS (VC) ..1 VOC. CR.

Skills needed for riot and disturbance control and firefighting are studied and practiced includes methods of riot prevention, handling of unusual situations, hostage and emergency procedures. (24 contact hrs.)

CJD 0773 HUMAN DIVERSITY (VC)1 VOC. CR.

Enhances awareness of cultural rules and predispositions and how these influence common interactions with others includes gender, race, ethnicity, etc. (24 contact hrs.)

CJD 1254L MEDICAL FIRST RESPONDER (AS)..... 1 CR.

How to respond to a medical emergency and stabilize injuries until other medical help arrives. Includes how to respond to communicable diseases. (3 hr. Lab)

CJD 1700 CRIMINAL JUSTICE LEGAL I (AS)3 CRS.

Overview of the criminal justice system and history of law. The foundation and basic components of law are studied, focusing on officer application. Court procedures and testimony are examined. (3 hr. Lecture)

CJD 1701 CRIMINAL JUSTICE LEGAL II (AS) 3 CRS.

Constitutional law and its application to the public and correctional officers are examined including evidence procedures, arrest laws, search and seizure and statutory laws common to police and correctional officers. Emphasis on elements of crimes, civil law applications and civil and criminal liability of officers. (3 hr. Lecture)

CJD 1702C CRIMINAL JUSTICE COMMUNICATIONS - CORRECTIONS (AS) 3 CRS.

The report-writing process from interview, statement taking and notetaking through the final report writing is covered with practical expository exercises. Interpersonal communications skills are covered along with radio and telephone procedures. (2 hr. Lecture, 3 hr. Lab)

CJD 1703C INTERPERSONAL SKILLS I - CORRECTIONS (AS).....3 CRS.

Human relations techniques and courtesy are addressed with emphasis on crime prevention. The needs of various groups within society are addressed including juveniles, the elderly, the physically handicapped, ethnic and cultural groups, the mentally ill and retarded and substance abusers. Intervention techniques for situations including suicide, violence and other crises are studied. Stress management is included. (2 hr. Lecture, 2 hr. Lab)

CJD 1713C INTERPERSONAL SKILLS I - LAW ENFORCEMENT (AS).....3 CRS.

Human relations techniques and courtesy with emphasis on crime prevention. The needs of groups within society are addressed including juveniles, the elderly, the physically handicapped, ethnic and cultural groups, the mentally ill and retarded and substance abusers. Intervention techniques are studied including suicide, violence and other crises. Stress management is included. (2 hr. Lecture, 2 hr. Lab)

CJD 1720 LAW ENFORCEMENT LEGAL III (AS)2 CRS.

This course of study explores the legal mechanics of law enforcement to include lineup and show-up, the law providing for stop and frisk of citizens, juvenile laws, alcohol and tobacco statutes, crimes against public safety, personal and property rights, weapons and dangerous devices, traffic and licensing law and other legal considerations affecting patrol. (2 hr. Lecture)

CJD 1721C LAW ENFORCEMENT PATROL (AS) 3 CRS.

Skills and techniques needed by officers to perform patrol tactics and respond to various types of calls. Methods approach to high-risk situations is explored with practical exercises. (2 hr. Lecture, 3 hr. Lab)

CJD 1724C LAW ENFORCEMENT INVESTIGATIONS (AS)3 CRS.

Investigation of crimes, including property crimes, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents and death investigations from initial observation methods through processing crime scenes and case preparation. (2 hr. Lecture, 2 hr. Lab)

CJD 1740 INTERPERSONAL SKILLS II-CORRECTIONS (AS)3 CRS.

Interpersonal skills needed by corrections officers to understand the incarcerated society are explored, with emphasis upon supervisory methods. Inmate adjustments and segments of society are studied. Includes studies of homosexuality, female inmates, deception and manipulation by inmates and institutional criminalities. (3 hr. Lecture)

CJD 1742 CORRECTIONS OPERATIONS (AS)3 CRS.

Operation of correctional facilities including intake of new inmates, aspects of daily care and institutional procedures. (3 hr. Lecture)

CJD 1762 CRIMINAL JUSTICE COMMUNICATIONS - LAW ENFORCEMENT (AS)3 CRS.

The report-writing process from interview, statement taking and notetaking through final report writing is covered with practical expository exercises. Interpersonal communications skills are covered along with radio and telephone procedures. (3 hr. Lecture)

CJT 1771 CORRECTIONS LEGAL II (AS) 1 CR.

Constitutional law and its application to the public and correctional officers are examined including evidence procedures, arrest laws, search and seizure and statutory laws common to police and correctional officers are studied. Emphasis on elements of crimes, civil law applications and civil and criminal liability of officers. (1 hr. Lecture)

CJT 2100 CRIMINAL INVESTIGATION (AS)3 CRS.

Survey of methods and techniques used by law enforcement officers in the investigation of crime. It emphasizes interrogation techniques, evidence, how to mark, preservation after discovery, fingerprints, tool marks, firearms identification, homicide, burglary, robbery and other crime-scene investigations, narcotics investigation, laboratory analysis of evidence, courtroom techniques and demeanor. (3 hr. Lecture)

CJT 2140 INTRODUCTION TO CRIMINALISTICS (AS)..... 3 CRS.

(CO- or PREREQUISITE: CJT 2100 or CQJ 2230)

Introduces the capabilities of the crime laboratory. Selected laboratory experiments, scientific analysis, comparison procedures and identification processes of physical evidence such as tool markings, blood, hairs, fibers, drugs, chemicals, photographs, firearms and ballistic examinations will be accomplished. (3 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

CLP 2002 PERSONALITY DEVELOPMENT AND ADJUSTMENT (AA).....3 CRS.**PREREQUISITE:** PSY 2012

This course is a summary of the major personality theories. A variety of techniques of self-management in relationship to personal growth, sensitivity to the needs of others and effective adjustment are explored through personal assessments and experiential encounters. (3 hr. Lecture)

COP 1002 STRUCTURED PROGRAMMING (AA).....3 CRS.**CO-REQUISITE:** CGS 1570

Concepts of structured programming emphasizing use of control graphs, basic structures, logic structures using pseudocode and functional structure charts stressing program segmentation and top-down walk-through. (3 hr. Lecture)

COP 1165C PROGRAMMING RPG 400 (AA)3 CRS.**PREREQUISITE:** COP 1002

RPG 400 (Report Program Generator) is a problem-oriented programming language to obtain data from single or multiple rules, perform calculations and table lookup and write reports and/or update files. Students will solve elementary to moderately complex business problems. (2 hr. Lecture, 2 hr. Lab)

COP 1220 INTRODUCTION TO PROGRAMMING IN C (AA)3 CRS.**PREREQUISITE:** COP 1002

Introduction to the C language emphasizing use of structured design, problem design, algorithm design, coding, debugging, testing and documentation stressing program segmentation through utility development and top-down design. (3 hr. Lecture)

COP 1332 VISUAL BASIC PROGRAMMING (AA)3 CRS.**PREREQUISITE:** COP 1002

Visual BASIC is an introduction to problem-solving and programming with an object-oriented, event-driven, high level programming language. The student should be able to read, understand, and create Visual BASIC computer programs using modular programming techniques. (3 hr. Lecture)

COP 2120C PROGRAMMING COBOL (AA)3 CRS.**PREREQUISITE:** COP 1002

COBOL (Common Business Oriented Language) is the programming language specifically designed to solve business problems. Emphasis is on programming skills, efficiency in structured programming. Students are required to write and execute programs for comprehensive business case studies. (2 hr. Lecture, 2 hr. Lab)

COP 2121C COBOL APPLICATIONS (AA)3 CRS.**PREREQUISITE:** COP 2120

Advanced capabilities of COBOL applications to solve selected practical business applications using structured programming techniques. Emphasis is on file handling, tables, sorting, validation and subroutines. (2 hr. Lecture, 2 hr. Lab)

COP 1210 PASCAL I: AN INTRODUCTION TO PROGRAMMING (AA)3 CRS.**PREREQUISITE:** COP 1002

Using PASCAL language emphasizes the use of structured design, problem design, algorithm design, coding, debugging, testing and documentation and stresses program segmentation through utility development and top-down design. (3 hr. Lecture)

COP 2224 VISUAL C++ (AA)3 CRS.**PREREQUISITE:** COP 2334

This is a second course in Programming C++. The student will study Windows programming using Microsoft Visual C++. Topics include Object linking and Embedding (OLE), Open Database Connectivity (ODBC), custom controls (OCX), SDI and MDI applications, Dynamic Linked Libraries (DLL) and creating help files. (3 hr. Lecture)

COP 2334 PROGRAMMING IN C++ (AA)3 CRS.**PREREQUISITE:** COP 1220 or permission of instructor

An intermediate level programming course assumes knowledge of how to program in C. Emphasizes Class data types, C++ functions, overloading, class inheritance, C++ I/O streams, object-oriented program design and program reusability. (3 hr. Lecture)

COP 2341 UNIX OPERATING SYSTEM (AA)3 CRS.**PREREQUISITE:** COP 1002

Introduction to the UNIX operating system. Topics include the use of the shell scripts, electronic mail, utilities and editors and use of UNIX in the business/scientific programming environment. (3 hr. Lecture)

COP 2800 PROGRAMMING IN JAVA (AA)3 CRS.**PREREQUISITE:** COP 1220: Programming in C or COP 2334: Programming in C++ or permission of the instructor

This course introduces the student to Java programming with a focus on object oriented programming. Students will write Java Applets. In addition, full Java applications will be written which can be used independent of HTML pages and independent of the Internet. (3 hrs. Lecture)

COP 2802 PROGRAMMING IN JAVA SCRIPT (AA)3 CRS.

PREREQUISITE: COP 2822 Web Page Design and a programming language like COP 1220 Programming in C or permission of the instructor. Further students must be experienced in Internet use. Little or no help will be provided by the College for those who are not experienced in Internet use. In addition, all students must have an Internet email address (the College does not provide email address for students but email address can be obtained at sites like Hotmail <http://www.hotmail.com>) Students without a computer may use the open computer labs at the College. An additional fee may be required.

This course is one of the major courses in the preparation of a student to become certified as an Internet Webmaster or to receive an AA or an AS degree in Computer Networking. Topics will include the Java Script extensions to HTML, Java Script functions and objects and how Java Script can be used with Java applets to enhance web pages. Further, the student will learn how to use Java Script to create and manage Internet web pages so that many CGI server side requests may be processed at the client side. (3 hrs. Lecture)

COP 2822 WEB PAGE PROGRAMMING (AA).....1 CR.**PREREQUISITE:** CGS 1555

This course will introduce the student to Hypertext Markup Language which is used on the Internet to create home pages on the World Wide Web. (1 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

CPO 2002 COMPARATIVE GOVERNMENTS (AA)3 CRS.

Introduces the student to a comparative model for understanding diverse governmental institutions and political systems throughout the world. This includes a close look at numerous other governments, including a study of each nation's history, culture, constitution, governmental institutions, political process and domestic and foreign policies. Governments will be selected from different continents and from different political traditions, such as Great Britain, Germany, Russia, China, Japan, Brazil, South Africa and Iran. A voluntary field trip to EPCOT's World Showcase or international consulates in Miami is usually planned. (3 hr. Lecture)

CRW 2000 CREATIVE WRITING (AA)3 CRS.

PREREQUISITE: ENC 1101

Theory and practice in writing poetry and fiction with assigned collateral readings. Since this is a workshop-centered course, students' works will be discussed and considerable writing and rewriting required. At the end of the course, students submit a portfolio of their work. Students will also learn procedures for submitting a work to publishers. (3 hr. Lecture)

CRW 2100 INTRODUCTION TO FICTION WRITING (AA)3 CRS.

PREREQUISITE: ENC 1101

Intensive study of the process of writing short fiction. Includes discussion of the fiction of professional writers to learn elements of the writing process for short fiction writing. A substantial portion of the course will be devoted to the discussion of student writing in a workshop setting. (3 hr. Lecture)

CRW 2200 SCREENWRITING (AA)3 CRS.

PREREQUISITES: ENC 1101

Intensive study of the process of writing for the screen. Includes discussing the work of professional screenwriters to learn elements of the writing process for screen writing. A substantial portion of the course will be devoted to the discussion of student writing in a workshop setting. (3 hr. Lecture)

DAA 1050C FUNDAMENTALS OF RHYTHMICS (AA)2 CRS.

Basics of folk dance, square dance and singing games. (1 hr. Lecture, 2 hr. Lab)

DAA 1100 MODERN DANCE I (AA)1 CR.

This course is designed to give the student a knowledge of the fundamental skills of modern jazz techniques and various current styles. (3 hr. Lab)

DAA 1101 MODERN DANCE II (AA)1 CR.

Continuation of DAA 1100

DAA 1200 BASIC BALLET I (AA)2 CRS.

Consists of basic positions and fundamental barre exercises and the use of ballet vocabulary (French terms) stressing correct alignment and applying simple step combinations in center work. (3 hr. Lab)

DAA 1201 BASIC BALLET II (AA)2 CRS.

PREREQUISITE: DAA 1200 or permission of instructor

Continuation of DAA 1200. (3 hr. Lab)

DAA 1202 INTERMEDIATE BALLET I (AA)3 CRS.

PREREQUISITE: DAA 1201

Emphasis on development of strength and form for quickness of body-mind coordination. Most ballet steps are introduced. Applications of phrasing and quality of movement are stressed. Admission is by audition. (5 hr. Lab)

DAA 1203 INTERMEDIATE BALLET II (AA)3 CRS.

PREREQUISITE: DAA 1202

Continuation of DAA 1202. (5 hr. Lab)

DAA 1220 INTERMEDIATE POINTE I (AA)1 CR.

CO-REQUISITE for women: DAA 1202

Introduction to fundamentals and exercises for the development of pointe technique. Class practical work, with outside projects, is required. Admission by audition. (3 hr. Lab)

DAA 1221 INTERMEDIATE POINTE II (AA)1 CR.

PREREQUISITE: DAA 1220; **CO-REQUISITE for women:** DAA 1203

Continuation of DAA 1220. (3 hr. Lab)

DAA 1500 MODERN JAZZ DANCE I (AA)1 CR.

Knowledge and fundamental skills in modern jazz dance styles and techniques. (2 hr. Lab)

DAA 1501 BASIC JAZZ (AA)2 CRS.

Study and execution of basic principles of jazz dance are characterized by stylized percussive movement on a strong rhythmic base. (3 hr. Lab)

DAA 1502 INTERMEDIATE JAZZ I (AA)2 CRS.

Emphasis is on stylized percussive movement on a strong rhythmic base. A short dance sequence encompassing these skills is required. Admission is by audition. (3 hr. Lab)

DAA 1600 BASIC TAP I (AA)2 CRS.

This course is designed to give the student a knowledge of the fundamental skills of tap dance techniques and various current styles. (6 hr. Lab)

DAA 1601 BASIC TAP II (AA)2 CR.

This course is designed to continue the knowledge of the fundamental skills of tap dance techniques and various current styles started in DAA 1600. (6 hr. Lab)

DAA 2100 CONTEMPORARY DANCE I (AA)1 CR.

Theory and practice of basic body conditioning exercises, fundamentals of movement and relationship to rhythm, design and dynamics. (2 hr. Lab)

DAA 2101 CONTEMPORARY DANCE II (AA)1 CR.

Further opportunity to pursue study and application of rhythmic movement through combining acquired skills and knowledge. (2 hr. Lab)

DAA 2204 ADVANCED BALLET I (AA)3 CRS.

Perfects the execution of classical ballet technique with emphasis on performing projection and audience communication. Stress is on aesthetic quality of movement and phrasing. Admission is by audition and permission of the instructor. (5 hr. Lab)

DAA 2205 ADVANCED BALLET II (AA)3 CRS.

PREREQUISITE: DAA 2204

Continuation of DAA 2204. (5 hr. Lab)

CHAPTER 9 - COURSE DESCRIPTIONS

**DAN 1603 MUSIC FOR DANCE
(AA)3 CRS.**

This course provides a connection of musical, structure and body movement through improvisational dance composition exercises. The basic elements of rhythm, tempo and meter will be studied. This course is intended for undergraduate dance majors and minors. (3 hr. Lecture)

**DEA 0131 RELATED DENTAL
THEORY (VC)1 VOC. CRS.**

Covers applied biomedical sciences including microbiology of pathogens, oral pathology of benign and malignant neoplasms, toxicities and side effects of drugs and medications, nutrition and oral health; body systems. (32 contact hours)

**DEA 0300 DENTAL PSYCHOLOGY
AND COMMUNICATION
(VC)1 VOC. CRS.**

The objectives of this course are to provide basic theories of psychology, practical techniques for patient management and interpersonal relationships of the dental team. (32 Contact hours)

**DEA 0800C CLINICAL PRACTICE I
LECTURE & LAB
(VC)3 VOC. CRS.**
PREREQUISITES: DES 1800, DES 1800L, DES 1100C & DES 1200C;
CO-REQUISITE: DEA 0940

Participation in clinical experiences involving patients and dentists performing functions required of a dental assistant in office settings. Students have additional responsibilities in areas of radiology, team leadership, sterilization, clinical observation, patient reception and office observation. (96 contact hours)

**DEA 0801C CLINICAL PRACTICE II
LECTURE & LAB
(VC)7 VOC. CRS.**
PREREQUISITE: DEA 0800C

Continuation of DEA 0800C Clinical Practice I Lecture & Lab. (160 contact hrs.)

**DEA 0820C EXPANDED
FUNCTIONS I LECTURE AND LAB
(VC)3 VOC. CRS.**
PREREQUISITES: DES 1800, DES 1800L, DES 1100C

Introductory course offering student participation in intraoral procedures. (96 contact hours)

**DEA 0821C EXPANDED
FUNCTIONS II LECTURE & LAB
(VC)2 VOC. CRS.**
PREREQUISITE: DEA 0820C

Continuation of DEA 0820C Expanded Functions I Lecture and Lab. (66 contact hours)

**DEA 0850C CLINICAL PRACTICE III
LECTURE & LAB
(VC)3 VOC. CRS.**
PREREQUISITES: DEA 0801C, DEA 0820C

A synopsis providing a detailed overview of the key designated dental subject area represented on the Dental Assisting Certification Examination is contained in the didactic portion of this course. The clinical portion enables the dental assisting student to utilize all skills and competencies developed and to increase the students' capabilities and proficiencies during a supervised externship. (90 contact hours)

**DEA 0940 DENTAL PRACTICUM I
(VC)1 VOC. CRS.**
PREREQUISITES: DES 1800, DES 1800L, DES 1100C, DES 1200C;
CO-REQUISITE: DEA 0800C

Provides experience in patient preparation for oral diagnosis includes responsibilities in patient recognition, charting, study models and radiology. (24 contact hours)

**DEH 1003 DENTAL HYGIENE
INSTRUMENTATION (AS) 1 CR.**
PREREQUISITES: DES 1800, DES 1800L;
CO-REQUISITE: DEH 1003L

A competency-based course introducing the student dental hygienist to the theory and techniques of instrumentation. Completion of course material at a minimum standard of competency is a prerequisite to progress to Dental Hygiene I and initial delivery of dental hygiene care to the public. (1 hr. Lecture)

**DEH 1003L DENTAL HYGIENE
INSTRUMENTATION LAB
(AS)2 CRS.**
PREREQUISITES: DES 1800, DES 1800L;
CO-REQUISITE: DEH 1003

A competency-based course introducing the student dental hygienist to the theory and techniques of instrumentation. Completion of course material at a minimum standard of competency to progress to Dental Hygiene I and initial delivery of dental hygiene care to the public. (6 hr. Lab)

**DEH 1530C EXPANDED
FUNCTIONS (AS)2 CRS.**
PREREQUISITES: DES 1800, DES 1800L, DES 1100C

Introductory course offering student participation in specified intraoral procedures (1 hr. Lecture, 2 hr. Lab)

**DEH 1800CA DENTAL HYGIENE I
(AS)5 CRS.**
PREREQUISITES: DEH 1003, DEH 1003L;
CO-REQUISITE: DES 2050

Basic theory, technique and principles are introduced and applied through practical experiences in the clinical setting including patient management, dental hygiene treatment planning, indices, removable appliances, radiographic interpretation and review of the literature. Dental hygiene care to the public is initiated through delivery of preventive and therapeutic services. Students will complete dental prophylaxes and radiographs for children and adults in the clinic. (1 hr. Lecture, 12 hr. Lab)

**DEH 1802C DENTAL HYGIENE II
(AS) 2 CRS.**
PREREQUISITES: DEH 1530C, DEH 1800CA,
& DES 2050

Continuation of Dental Hygiene I adding treatment planning, dietary counseling, antimicrobials/irrigation, sonics/ultrasonics, air abrasions and clinical seminars. (1 hr. Lecture, 3 hr. Lab)

**DEH 1811 DENTAL ETHICS AND
JURISPRUDENCE (AS)1 CR.**
PREREQUISITES: DEH 1802C, DES 2050, DEH 2603, DEH 2804C
CO-REQUISITE: DEH 2806C/

Co-requisite for DEH 2806C. Emphasis will be on discussing current issues in dental hygiene practice. Focus will be on the application of ethics, dental law, risk management and the Florida State Practice Act. (1 hr. Lecture)

**DEH 2603 PERIODONTOLOGY
(AS)2 CRS.**
PREREQUISITE: DEH 1802C;
CO-REQUISITE: DEH 2804C

Provides basic didactic information in Periodontology including the etiology and treatment of gingival and periodontal diseases. (2 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

DEH 2701 COMMUNITY DENTISTRY (AS)2 CRS.**PREREQUISITE:** *Sophomore Status*

Prevention and control of dental disease in the community examining biostatistics and epidemiology including assessing, planning, implementing and evaluating procedures in oral health community programs with emphasis on alternative practice settings in community dentistry. (2 hr. Lecture)

DEH 2702L COMMUNITY DENTISTRY PRACTICUM (AS)1 CR.**PREREQUISITES:** *Sophomore status/DEH 2701*

A series of professional experiences with the public at large. Emphasizing dental hygiene education of the public in an institutional setting using skills acquired in prerequisite course DEH 2701. (2 hr. Lab)

DEH 2804C DENTAL HYGIENE III (AS)5 CRS.**PREREQUISITES:** *DEH 1802C, DES 2050; CO-REQUISITE: DEH 2603*

Continuation of Dental Hygiene II adding case documentation, root planing and curettage, margination, debonding, periodontal charting, monitoring N2O patients and clinical seminars. (1 hr. Lecture, 12 hr. Lab)

DEH 2806C DENTAL HYGIENE IV (AS)6 CRS.**PREREQUISITE:** *DEH 2804C*
CO-REQUISITE: *DEH 1811*

Final clinical course and is designed for application of previously learned knowledge and clinical skills emphasizing ethics and jurisprudence, soft tissue management and clinical seminars. (1 hr. Lecture, 15 hr. Lab)

DEH 2807L DENTAL HYGIENE V: CLINICAL SKILLS UPDATE (AS)2 CRS.**PREREQUISITE:** *Graduation from an American Dental Association accredited school of dental hygiene*

This course is a special-skills update in clinical dental hygiene for the graduate dental hygienist. It is recommended for recent PBCC Dental Hygiene program graduates preceding the state of Florida board examination for licensure. (4 hr. Lab)

DEH 2900 COMPROMISED PATIENT (AS)1 CR.**PREREQUISITES:** *DEH 2603, DES 1840; CO-REQUISITE: DEH 2804C*

Provides an understanding of the problems peculiar to patients with special needs or unusual health factors complicating routine care and special procedures to help the patient maintain optimum oral health. (1 hr. Lecture)

DEP 2102 CHILD GROWTH AND DEVELOPMENT (AA)3 CRS.**PREREQUISITE:** *PSY 2012*

Stressing the emerging self of the child, this course explores the cognitive, social, emotional, and intellectual natures of children within a developmental perspective. It includes a survey of problematic behavior and the application of psychological principles and achievements to enhance the personal development and ensure the general welfare of the individual child. Observation of children from the pre-school level through adolescence is included. (3 hr. Lecture)

DES 1020 DENTAL ANATOMY (AS)3 CRS.

Study of the structure, morphology and function of the primary and permanent dentition and head and neck anatomy with direct correlation of dental procedures to human oral anatomy. (3 hr. Lecture)

DES 1030 ORAL EMBRYOLOGY AND HISTOLOGY (AS)1 CR.**PREREQUISITE:** *DES 1020*

Comprehensive presentation of the embryonic, fetal and post-natal development of the tissues and structures of the head and oral cavity and their relationship to dentistry. (1 hr. Lecture)

DES 1100 DENTAL MATERIALS (AS)2 CRS.**CO-REQUISITE:** *DES 1100L*

This course is designed to acquaint the student with the physical and chemical properties of materials used in dental practice. Emphasis is placed on why specific materials are used, rather than solely upon manipulative techniques. (2 hr. Lecture)

DES 1100L DENTAL MATERIALS LAB (AS)1CR.**CO-REQUISITE:** *DES 1100*

Affords the student the opportunity to develop manipulative skills with the materials used within the auxiliaries' scope of dental practice and to evaluate the effects of specific materials in the oral environment. (2 hr. Lab)

DES 1200 DENTAL RADIOLOGY (AS)2 CRS.

A study of the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing, and mounting X-rays. (2 hr. Lecture)

DES 1200L DENTAL RADIOLOGY LAB (AS)1 CR.**CO-REQUISITE:** *DES 1200*

Applications of techniques taught in Dental Radiology lecture as used in clinical practice. (2 hr. Lab)

DES 1600 OFFICE EMERGENCIES (AS)1 CR.**PREREQUISITE:** *Cardiopulmonary Resuscitation Basic Life Support conducted by Red Cross or PBCC*

Provides essential material on the symptoms, treatment and equipment for office emergencies. (1 hr. Lecture)

DES 1800 INTRODUCTION TO CLINICAL PROCEDURES (AS)3 CRS.**PREREQUISITE:** *Acceptance into Dental Assisting or Dental Hygiene Program Track; CO-REQUISITE: DES 1800L*

A core competency-based course introducing dental assisting and dental hygiene students to basic terminology concepts; history of dentistry, dental assisting and dental hygiene; and theory and techniques of clinical procedures. Completion of course material at a minimum standard of competency is a prerequisite to progress to either Dental Assisting or Dental Hygiene. (3 hr. Lecture)

DES 1800L INTRODUCTION TO CLINICAL PROCEDURES LAB (AS) 1 CR.**PREREQUISITE:** *Acceptance into Dental Assisting or Dental Hygiene Program Track; CO-REQUISITE: DES 1800*

A core competency-based course for the application of procedures in the clinical setting. Development of skills is attained through practice and is evaluated. Completion of course material at minimum standard of competency is a prerequisite to progress to Dental Assisting or Dental Hygiene. (2 hr. Lab)

DES 1840 PREVENTIVE DENTISTRY (AS)2 CRS.

How to educate and motivate patients in controlling their dental plaque, includes study of the periodontal tissues, tooth deposits and stains, caries etiology and prevention methods and floss, brushes with brushing methods and the use of dental adjuncts. (2 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

DES 2047 GENERAL AND ORAL PATHOLOGY (AS)2 CRS.

PREREQUISITES: BSC 1085, BSC 108SL, BSC 1086, BSC 1086L, DES 1020, DES 1030

Comprehensive presentation of oral abnormalities and disease processes with emphasis on clinical identification. (2 hr. Lecture)

DES 2050 PHARMACOLOGY (AS)2 CRS.

PREREQUISITES: BSC 1085, BSC 108SL; BSC 1086, BSC 1086L; MCB 1000, MCB 1000L CHM 1015

Comprehensive presentation of Pharmacology related to Dentistry and Dental Hygiene. (2 hr. Lecture)

DES 2502 OFFICE MANAGEMENT (AS)1 CR.

Study of methods for dental office/dental clinic administration. Areas of study relevant to the responsibilities of the dental assistant include human relationships and interaction; patient psychology; recordkeeping, i.e., daily records appointments; collections; billing; income and social security taxes; recall systems; third-party payment forms, office and dental supplies inventory; office housekeeping and maintenance. (1 hr. Lecture)

DIE 1412 DIETETIC TECHNICIAN I (INTRODUCTION) (AS) 3 CRS.

PREREQUISITE: HUN 1201;
CO-REQUISITE: DIE 1419

Introduces the organization of a Department of Dietetics/Nutrition emphasizing interviewing skills; medical terminology; and standard documentation procedures and techniques for counseling patients for optimal nutritional care. Clinical experience is provided for nine hours/week concurrently. (3 hr. Lecture)

DIE 1419 PRACTICUM I (AS)3 CRS.

CO-REQUISITE: DIE 1412

Practicum to accompany DIE 1412. (9 hr. Lab)

DIE 2120 DIETETIC TECHNICIAN III (ADMINISTRATION) (AS) ...3 CRS.

PREREQUISITES: DIE 2211, DIE 2270;
CO-REQUISITE: DIE 2170

Techniques involved in operating a food-service system in health-care facilities: basic principles of menu planning, purchasing, costing, equipment, sanitation, delivery systems and management. The student spends nine hours/week in a health-care facility concurrently. (3 hr. Lecture)

DIE 2170L PRACTICUM III (AS)3 CRS.

CO-REQUISITE: DIE 2120

Practicum to accompany DIE 2120. (9 hr. Lab)

DIE 2211 DIETETIC TECHNICIAN II (CLINICAL) (AS)3 CRS.

PREREQUISITES: DIE 1412, DIE 1419;
CO-REQUISITE: DIE 2270

Principles of nutrition with adaptations to specific disease conditions with emphasis given to the total nutritional care of the individual patient. Clinical experience is provided nine hours/week concurrently. (3 hr. Lecture)

DIE 2270 PRACTICUM II (AS) 3 CRS.

CO-REQUISITE: DIE 2211

Practicum to accompany DIE 2211. (9 hr. Lab)

ECO 2013 PRINCIPLES OF MACROECONOMICS* (AA)3 CRS.**

Supply and demand, mixed capitalist system, national income accounting, the business cycle employment and income determination, money and banking and fiscal and monetary policies. Written work: 2,000 words. Requires a grade of C or better for transfer for AA degree credit. (3 hr. Lecture)

ECO 2023 PRINCIPLES OF MICROECONOMICS (AA)3 CRS.

Cost and revenue analysis, nature of markets (perfect competition, monopoly, oligopoly and monopolistic competition), and application of basic tools of economic analysis and public policy issues. (3 hr. Lecture)

EDF 1030 BEHAVIOR MANAGEMENT THE CLASSROOM (AA)3 CRS.

Structured teaching, applied behavior analysis; principles derived from learning laboratory to educational and social behavioral problems. Provides teachers, counselors and special educators seeking recertification strategies of classroom behavior management. (3 hr. Lecture)

EDF 1949C CO-OP: EDUCATION I (AA)3 CRS.

Coordinated work-study program reinforcing the educational and professional growth of the student through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. CDA candidates will incorporate the first seven functional areas in their objectives. A portfolio will be developed for each area. (1 hr. Lecture, 10 hr. Lab)

EDF 2005 INTRODUCTION TO EDUCATION (AA) 3 CRS.

An introduction to the nature of teaching in schools of the United States; a broad overview of historical, social, political and philosophical foundations in education; orientation to planning and preparation for teaching; survey of roles; responsibilities and ethics as it applies to the teaching profession; financing and control of schools; and the aims and objectives of education as a social institution. This is the first of the three prerequisites/core courses required for students who plan to be teachers. A minimum of 15 hours of field experience in a diverse school setting is required as part of the course. (3 hr. Lecture)

EDF 2949C CO-OP: EDUCATION II (AA) 3 CRS.

PREREQUISITE: EDF 1949C

This course follows EDF 1949C. (1 hr. Lecture, 10 hr. Lab)

EDG 2701 TEACHING DIVERSE POPULATIONS (AA)3 CRS.

PREREQUISITE: EDF 2005 Introduction to Education or Permission of Instructor

This course is designed to introduce prospective educators to: the value of diversity in American society; various concepts and meanings of diversity; the role of education in developing, extending and utilizing diversity; essential elements of culture; varying exceptionalities; barriers to cultural understanding; political and philosophical foundations of diversity; commonality; and the value of diversity in a classroom setting. A minimum of 15 hours of field experience in a diverse school setting is required as part of the course. (3 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

EDP 2002 INTRODUCTION TO EDUCATIONAL PSYCHOLOGY (AA)3 CRS.

PREREQUISITE: PSY 2012 or permission of the instructor

Presents an introduction to the psychological basis of educational theory and practice. Study topics include developmental theories, psychological perspectives of the teaching-learning process, instructional design and program evaluation. (3 hr. Lecture)

EEC 1001 INTRODUCTION TO EARLY CHILDHOOD EDUCATION (AA)3 CRS.

This course examines the theories, philosophies, programs in Early Childhood Education. Students also explore the methods and curricula that lead to an integrated approach in the Early childhood classroom. (3 hr. Lecture)

EEC 1006 MONTESSORI PHILOSOPHY (AS)3 CR.

Theory of Montessori method including evolution, sensitive periods, role of the teacher and role of the child, prepared environment, and process of normalization. Also includes discussion of developmental theories of Piaget, Kohlberg, Freud, Erikson, Vygotsky, Chomsky, and others. (3 hr. Lecture)

EEC 1200 EARLY CHILDHOOD CURRICULUM I (AS) 3 CRS.

This course is designed to instruct students in the preparation of classroom learning centers, in choosing and constructing suitable learning materials for art, music, sensorial and language, and in methods of presentation in order to guide children in the proper use of these materials. (3 hr. Lecture)

EEC 1311 EARLY CHILDHOOD CURRICULUM II (AS)3 CRS.

PREREQUISITE: EEC 1200

This is a continuation of EEC 1200 and covers the subject areas of mathematics, science, daily living, social studies and computer programs. (3 hr. Lecture)

EEC 2530 MONTESSORI CURRICULUM I (AS)3 CRS.

CO- or PREREQUISITE: EEC 1006

Introduces learning materials for daily living (practical life) and language areas of Montessori early childhood classroom. Lecture and demonstration of materials. Students should also enroll in Montessori Curriculum Lab I through Career and Technical Education (3 hr. Lecture)

EEC 2532 MONTESSORI CURRICULUM II (AS)3 CRS.

Continuation of EEC 2530. Introduces learning materials for sensorial and mathematics areas of Montessori early childhood classroom. Lecture and demonstration of materials. Students should also enroll in Montessori Curriculum Lab II through Career and Technical Education. (3 hr. Lecture)

EEC 2940 MONTESSORI TEACHING PRACTICUM I (AS)3 CRS.

Teaching experience in an approved Montessori early childhood classroom under the supervision of approved instructors. (20 hr. Lab)

EEC 2941 MONTESSORI TEACHING PRACTICUM II (AS)3 CRS.

Continuation of EEC 2940. (20 hr. Lab)

EET 1015 DC CIRCUIT ANALYSIS (AS)3 CRS.

CO- and/or PREREQUISITES: EET 101SL and MAT 1033 or equivalent

Precalculus level study of circuit properties of resistance, capacitance and inductance in DC circuits includes Ohms and Kirchoffs Laws, series and parallel networks, network theorems, magnetic circuits and DC instruments. (3 hr. Lecture)

EET 1015L DC CIRCUIT ANALYSIS LABORATORY (AS)1 CR.

CO-REQUISITE: EET 1015

Laboratory work in applied theory. (2 hr. Lab)

EET 1025 AC CIRCUIT ANALYSIS (AS) 3 CRS.

PREREQUISITES: EET 1015, EET 101SL; **CO-REQUISITES:** EET 102SL, MAC 1102

Analysis on AC circuits, series and parallel AC networks, network theorems, power, resonance and transformers. (3 hr. Lecture)

EET 1025L AC CIRCUIT ANALYSIS LABORATORY (AS) 1 CR.

CO-REQUISITE: EET 1025

Laboratory to accompany EET 1025. (2 hr. Lab)

EET 2121 ELECTRONICS I (AS) 3 CRS.

PREREQUISITE: EET 1025, EET 102SL **CO-REQUISITE:** EET 2121L

Solid-state electronic components, characteristics, application and troubleshooting including diode theory, transistor theory and biasing techniques, regulated and unregulated power supplies. (3 hr. Lecture)

EET 2121L ELECTRONICS I LABORATORY (AS)1 CR.

CO-REQUISITE: EET 2121

Laboratory to accompany EET 2121. (2 hr. Lab)

EET 2122 ELECTRONICS II (AS)3 CRS.

CO- and/or PREREQUISITES: EET 2121, EET 2121L, EET 2122L

Advanced semiconductor course covering frequency and bandwidth of transistors, amplifiers, differential and operational, integrated circuits, feedback oscillators, harmonic distortion, frequency mixing and modulation. (3 hr. Lecture)

EET 2122L ELECTRONICS II LAB (AS)1 CR.

CO-REQUISITE: EET 2122

Laboratory to accompany EET 2122. (2 hr. Lab)

EET 2322C COMMUNICATION ELECTRONICS (AS)..... 4 CRS.

PREREQUISITE: EET 2122 and EET 2122L

Continuation of electronics, designed for taking the First Class FCC license. Covers vacuum tube circuits, class C amplifiers, regulated power supplies, RF amplifiers, AM and FM modulation, transmission lines and antennas. (3 hr. Lecture, 2 hr. Lab)

EET 2515C AC AND DC MOTORS/ GENERATORS (AS)4 CRS.

PREREQUISITE: EET 1015, EET 1025, EET 101SL, and EET 102SL

Study of DC and AC motors and generators, electromechanical fundamentals, DC generators, DC motors, AC alternators, parallel operation, induction and synchronous motors, poly and single-phase motors, two- and three-phase systems and transformers. (3 hr. Lecture, 2 hr. Lab)

CHAPTER 9 - COURSE DESCRIPTIONS

EGN 1001 ENGINEERING PROBLEMS AND ORIENTATION**(AA)1 CR.**

Engineering problems solved through dimensional analysis, elementary vector analysis, slide rule and other computational techniques also provides a history, basic principles, development, opportunities and educational requirements for engineering. (1 hr. Lecture)

EGS 1111C ENGINEERING GRAPHICS (AS)3 CRS.

PREREQUISITE: ETD 1110C or equivalent. ETC 1320 recommended.

Orthographic projection, dimensioning, sectional views, pictorials, threads and fasteners, charts and graphs, points, lines and planes and relation to graphical language. (2 hr. Lecture, 4 hr. Lab)

EGS 2310 STATICS (AA) 3 CRS.

PREREQUISITES: PHY 2053 and MAC 2311

Mechanics; force systems, coplanar and noncoplanar; concurrent, nonconcurrent; equilibrium; distributed forces, moments of inertia; and structures. (3 hr. Lecture)

EME 2040 INTRODUCTION TO EDUCATIONAL TECHNOLOGY (AA)3 CRS.

PREREQUISITE: EDF 2005 or permission of instructor

This course will provide introduction to the various educational technologies available to prospective classroom teachers for use in the development and delivery of improved instruction. The technologies and accompanying materials will be demonstrated and used in a wide variety of subjects and grade levels. (3 hr. Lecture)

EMS 1271 PARAMEDIC I* (AS)2 CRS.

PREREQUISITE: Acceptance into Paramedic program

Paramedic roles and responsibility, EMS system, medical/legal aspects, communication, rescue and major incident response. (2 hr. Lecture)

EMS 1271L PARAMEDIC SKILLS I LABORATORY* (AS)3 CRS.

PREREQUISITE: Acceptance into Paramedic program

Practice hands-on skills. (6 hr. Lab)

EMS 1272 PARAMEDIC II* (AS)6 CRS.

PREREQUISITE: Acceptance into Paramedic program

Medical terminology, patient assessment, airway ventilation, shock, pharmacology, trauma, burn care, respiratory, cardiovascular, endocrine, nervous system, acute abdomen. Clinicals conducted in hospital ER, ICU, CCU, operating room, respiratory therapy and obstetrics. (6 hr. Lecture)

EMS 1272L PARAMEDIC SKILLS IIB* (AS)2 CR.

CO-REQUISITE: EMS 1272

Laboratory to accompany EMS 1272. (4 hr. Lab)

EMS 1273 PARAMEDIC III (AS)6 CRS.

PREREQUISITE: Acceptance into Paramedic program and completion of EMS 1271, EMS1272

Anaphylaxis, toxicology, alcoholism, drug abuse, infection disease, environmental emergencies, geriatric, pediatrics, OB/GYN, behavioral emergencies and advanced cardiac life support. Clinicals conducted in hospital ER, ICU, CCU, operating room, respiratory therapy and obstetrics. (6 hr. Lecture)

EMS 1273L PARAMEDIC SKILLS III LAB* (AS) 2 CR.

CO-REQUISITE: EMS 1273, EMS 1465

Skills applications from EMS 1271L in scenarios. (4 hr. Lab)

EMS 1294L CLINICAL/FIELD ROTATION I (AS)7 CRS.

Awarded as experiential learning credit to holders of Florida EMT Certificate. **PREREQUISITES:** EMS 1271, EMS 1271L; **CO-REQUISITES:** EMS 1272, EMS 1272L

Selected fire rescue and hospital rotations. Students are responsible for patient care under clinical instructors. (14 hr. Lab)

EMS 1295L CLINICAL/FIELD ROTATION II* (AS)7 CRS.

PREREQUISITE: EMS 1294L

Selected fire rescue and hospital rotations. Students are responsible for patient care under clinical instructors. (14 hr. Lab)

EMS 1331 AEROMEDICAL TRANSPORT* (AS)3 CRS.

PREREQUISITES: Licensure as either paramedic, registered nurse, physician, respiratory therapist or American Heart Association ACLS certification

Dynamics of flight physiology, history of medical flight, safety and orientation for rotor wing and fixed wing aircraft. Communication rules and regulations, aircrew fitness, search and rescue, survival and effects of air transport on patient conditions. (3 hr. Lecture)

ENC 0001 COLLEGE PREP ENGLISH I (CP)3 INSTITUTIONAL CRS.

CO-REQUISITE: SLS 1501: Strategies for College Success

This course prepares students for ENC 0010. It covers the construction and expansion of sentences for standard paragraph form with individual grammar review as needed. Graded Passing or Not Passing (P or N). (3 hr. Lecture).

ENC 0010 COLLEGE PREP ENGLISH II (CP) 3 INSTITUTIONAL CRS.

CO-REQUISITE: SLS 1501: Strategies for College Success

This course prepares students for ENC 1101. It covers the basic writing skills necessary to construct coherent paragraphs and essays in the rhetorical modes with individual grammar review as needed. Graded Passing or Not Passing (P or N). (3 hr. Lecture).

ENC 1101 COLLEGE COMPOSITION I* (AA) ...3 CRS.**

PREREQUISITE: ENC 0010 or adequate score on placement exam.

Fundamentals of expository essay writing (thesis development, planning, drafting, and revising); rhetorical modes of exposition; and review of mechanics, syntax and grammar. Written work required: 6,000 words. Requires a grade of C or better for transfer for AA degree credit. (3 hr. Lecture)

ENC 1102 COLLEGE COMPOSITION II* (AA) .. 3 CRS.**

PREREQUISITE: ENC 1101 or equivalent

Practical writing skills for critical essay writing, persuasive arguments, and library-research essay writing. Includes style and tone of nonfictional prose; techniques of persuasion and argument; critical and interpretive reading of literature, and techniques and tools of library research. Written work required: 7,000 words. Requires a grade of C or better for transfer for AA degree credit. (3 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

ENC 1104 CLAST REVIEW- ESSAY KILLS (AA)1 CR.

This course is designed for students who need an intensive review in college level essay writing as a preparation for the CLAST. The LAST essay objectives will be emphasized. Graded Passing or Not Passing (P or N). (1 hr. Lab)

ENC 1121 HONORS COLLEGE COMPOSITION I* (AA) 3 CRS.**

PREREQUISITE: ACT score of 27 or above; CPT score of 87 is needed in both Reading and Sentence structure.

For students with mastery of English fundamentals and proficiency in communication skills. Includes a sophisticated approach to reading and writing. Written Work: 6,000 words. Requires a grade of C or better for transfer for AA degree credit. (3 hr. Lecture)

ENC 1122 HONORS COLLEGE COMPOSITION II* (AA) ...3 CRS.**

PREREQUISITE: ENC 1121 or recommendation of ENC 1101 instructor.

Continuation of ENC 1121 Advanced composition emphasizing creative expression. Written work: 7,000 words. Requires a grade of C or better for transfer for AA degree credit. (3 hr. Lecture)

ENC 1131 CLAST REVIEW - WRITING SKILLS * (AA) ...1 CR.**

A review of college-level grammar and writing skills as a preparation for the CLAST. Sentence structure, grammar and word-choice skills will be stressed as focussed in the English Language Skills objectives. Required for students needing Writing skills remediation for the CLAST. Graded Passing or Not Passing (P or N). (1 hr. Lab)

ENC 1141 WRITING ABOUT LITERATURE* (AA)3 CRS.**

PREREQUISITE: ENC 1101 or equivalent (May replace ENC 1102)

Develops abilities to analyze and interpret short stories, novels, plays and poems; and to write about these literary forms critically, responsively and persuasively; includes a research paper. (recommended for English majors.) Written work: 7,000 words. Requires a grade of C or better for transfer for AA degree credit. (3 hr. Lecture)

ENC 1151 APPLIED COMMUNICATIONS* (AS)3 CRS.**

PREREQUISITE: ENC 1101

Preparation of manuals, oral reports and professional memoranda such as handbooks and letters. Written work: 7,000 words. Does not satisfy AA degree program requirements. (3 hr. Lecture)

ENC 2210 TECHNICAL WRITING (AA)3 CRS.

PREREQUISITE: ENC 1101

This writing course is designed to teach students communication skills both in the classroom and on the job. It will concentrate on analysis, argumentation and persuasion and the use of these in the logical development of various topics. (3 hr. Lecture)

ENL 2012 ENGLISH LITERATURE BEFORE 1800* (AA)3 CRS.**

PREREQUISITE: ENC 1101

Study of writings produced in the British Isles from the time of the Anglo-Saxons to 1800. Written work: 3,000 words. Requires C or better for transfer for AA degree credit. (3 hr. Lecture)

ENL 2022 ENGLISH LITERATURE AFTER 1800* (AA)..... 3 CRS.**

PREREQUISITE: ENC 1101

Study of writings produced in the British Isles from 1800 to the present. Written work: 3,000 words. Requires a grade of C or better for transfer for AA degree credit. (3 hr. Lecture)

ENY 1002C BASIC ENTOMOLOGY (AS) 3 CRS.

Classification, behavior, anatomy, natural history and development of insects and other terrestrial arthropods emphasizing important economic pests and methods of insect control. (2 hr. Lecture, 2 hr. Lab)

ENY 2224 HOUSEHOLD PEST CONTROL (AS)3 CRS.

Identification, biology, life histories, inspection procedures and controls of general household pests, stored commodity pests and pests of commercial food handling establishments. (3 hr. Lecture)

ENY 2227 WOOD-DESTROYING ORGANISMS (AS)3 CRS.

Identification, biology, life history in structures and the operation and selection of tools and equipment will be demonstrated. (3 hr. Lecture)

ENY 2662 PUBLIC HEALTH PEST CONTROL (AS)3 CRS.

Arthropods affecting health of humans and domestic animals with emphasis on epidemiology of vector-borne diseases occurring in North America and arthropod parasites common to humans. (3 hr. Lecture)

ESL 0001 SPEAKING AND LISTENING - LEVEL I (CP)3 INSTITUTIONAL CRS.

PREREQUISITE: Adequate score on the placement test and/or advisement

This preparatory course features in-class and laboratory experiences that will enable students to improve their speaking and listening skills. Standard English pronunciation, stress, intonation and idiom, as well as differences in non-verbal communication will be taught and applied. A variety of social, professional and academic experiences will be emphasized. (3 hr. Lecture)

ESL 0002 SPEAKING AND LISTENING - LEVEL II (CP).....3 INSTITUTIONAL CRS.

PREREQUISITE: Adequate score on the placement test and/or advisement

This preparatory course, a continuation of ESL 0001, will provide students with in-class and laboratory experience to continue their development of listening and speaking skills. It will include continued development of English pronunciation skills and vocabulary, note taking, class discussion, and participation in a variety of informal and formal presentation situations including group discussion, making individual and group presentations, speaking persuasively and defending an opinion. Graded Passing or Not Passing (P or N). (3 hr. Lecture)

ESL 0020 ESL READING - LEVEL I (CP).....3 INSTITUTIONAL CRS.

CO-REQUISITE: SLS 1501: Strategies for College Success

This course is for students whose primary language is not American English and whose placement test scores indicate the need for instruction in basic vocabulary, study, and literal comprehension skills. The emphasis in this course will be on establishing the foundation for academic literacy. Students are required to do prescriptive lab work in addition to classroom instruction. Graded Passing [P] or Not Passing [N]. (3 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

ESL 0021 ESL READING - LEVEL II (CP).....3 INSTITUTIONAL CRS.**CO-REQUISITE:** SLS 1501: *Strategies for College Success*

This course is for students whose primary language is not American English and whose placement test scores indicate need for training in reading skills. Emphasizes academic reading, listening, and speaking skills. Students are required to do prescriptive lab work in addition to classroom instruction. (Graded Passing [P] or Not Passing [N]. 3 hr. Lecture)

ESL 0040 ESL ENGLISH - LEVEL I (CP).....3 INSTITUTIONAL CRS.**CO-REQUISITE:** SLS 1501: *Strategies for College Success*

This course is designed for students whose primary language is not American English and whose placement test scores indicate a need for instruction in basic grammar, sentence structure, punctuation and usage. Emphasizes the writing of short, simple paragraphs. Students are required to do prescriptive lab work in addition to classroom instruction. (Graded Passing [P] or Not Passing [N]. 3 hr. Lecture)

ESL 0041 ESL ENGLISH- LEVEL II (CP).....3 INSTITUTIONAL CRS.**CO-REQUISITE:** SLS 1501: *Strategies for College Success*

This course is designed for students whose primary language is not American English and whose placement test scores indicate a need for instruction in expressive aspects of American English including listening, speaking and writing. Students are required to do prescriptive lab work in addition to classroom instruction. (Graded Passing [P] or Not Passing [N]. 3 hr. Lecture).

ESL 0121 ESL READING - LEVEL III (CP) 3 INSTITUTIONAL CRS.**CO-REQUISITE:** SLS 1501: *Strategies for College Success*

This course is designed for students whose primary language is not American English and whose placement test scores indicate a need for the development of critical thinking skills. Students read short authentic English/American works. Exercises and class discussions develop listening-speaking skills. Students are required to do prescriptive lab work in addition to classroom instruction. (Graded Passing [P] or Not Passing [N]. 3 hr. Lecture).

ESL 0181 ESL ENGLISH - LEVEL III (CP) 3 INSTITUTIONAL CRS.**CO-REQUISITE:** SLS 1501: *Strategies for College Success*

This course is designed for students whose primary language is not American English and whose placement test scores indicate a need for instruction in writing coherent, unified paragraphs then using them to build effective essays. Students are required to do prescriptive lab work in addition to classroom instruction. (Graded Passing [P] or Not Passing [N]. 3 hr. Lecture).

EST 2541C SERVOMECHANISM AND INSTRUMENTATION (AS)4 CRS.**PREREQUISITE:** EET 1015, EET 1025 or permission of instructor *Study of system function and components.*

Mathematics is introduced in sufficient depth to understand how a system transfer function is used in frequency response testing. Topics include potentiometers, servos, transducers, synchors, mechanical electrical characteristics, servomotors and generators, stability and frequency response. (3 hr. Lecture, 2 hr. Lab)

EST 2542C PROGRAMMABLE CONTROLLERS (AS) 3 CRS.**PREREQUISITES:** EET 1015 and CET 1121

Introduction to industrial controllers, how to program and applications to industrial processes. (2 hr. Lecture, 2 hr. Lab)

ETD 1110C INTRODUCTION TO TECHNICAL DRAWING (AS)2 CRS.

Beginning course for engineering and technology covering principles of graphic language, and is for students without previous mechanical drawing experience. Topics include: use and care of drawing instruments, lettering, multiview projection, sketching techniques and blueprint reading. (1 hr. Lecture, 3 hr. Lab)

ETD 1320C COMPUTER DRAFTING (AS)2 CRS.**PREREQUISITE:** ETD 1110 or equal

Introduces concepts and use of computer-aided drafting systems as applied to Design and Drafting Technology. Hands-on experience with the AUTOCAD is the major part of the course. (1 hr. Lecture, 3 hr. Lab)

ETD 1525C FABRICATION DRAFTING (AS)3 CRS.**PREREQUISITE:** EGS 1111C or permission of instructor

Extends drafting techniques into industrial fields including sheet metal, welding, structural piping and topographical drafting. (2 hr. Lecture, 4 hr. Lab)

ETD 1620C ELECTRICAL DRAFTING (AS)2 CRS.**PREREQUISITES:** ETD 1320 recommended

Electrical and electronic symbols, block diagrams, schematic diagrams, connection diagrams, printed circuits, charts and graphs and chassis. (1 hr. Lecture, 3 hr. Lab)

ETD 2218 GEOMETRIC DIMENSIONING AND TOLERANCING (AS) 2 CRS.**CO- or PREREQUISITE:** EGS 1111C or equivalent experience

Systems for controlling configuration of industrial parts. It provides language for design engineer, blueprint reader, etc., to communicate and control position, form and size of features through limit-toleranced dimensioning. (2 hr. Lecture)

ETD 2331C AUTOLISP (AS)2 CRS.**PREREQUISITES:** ETD 1320C, ETD 2350C

Introduces use, programming and debugging AutoLISP programs (2 hr. Lecture, 2 hr. Lab)

ETD 2332C CUSTOMIZING AUTOCAD (AS)2 CRS.**PREREQUISITES:** ETD 1320C, ETD 2350C

Operation, setup, editing, debugging menus, scripts, slides, fonts, hatch patterns and LISP routines includes DOS editors, flow-charting and debugging. (2 hr. Lecture, 2 hr. Lab)

ETD 2350C ADVANCED COMPUTER DRAFTING (AS)3 CRS.**PREREQUISITE:** ETD 1320C or equivalent experience

Continuation of computer-aided drafting and design as applied to the student's special field of interest (civil, architectural or mechanical). (1 hr. Lecture, 5 hr. Lab)

ETD 2352C MODELING IN 3D (AS)2 CRS.**PREREQUISITES:** ETD 1320C, ETD 2350C

How to define, setup, modify and analyze 3D models in AutoCAD focusing on AWE commands and supplied routines. (3 hr. Lecture, 1 hr. Lab) (8 week express term)

CHAPTER 9 - COURSE DESCRIPTIONS

ETD 2354C AUTOCAD UPGRADE (AS)1 CR.**PREREQUISITES:** ETD 1320C, ETD 2350C or previous AutoCAD

Introduces revised or new commands for the most current version of AutoCAD. (2 hr. Lecture, 2 hr. Lab) (4 week express term)

ETD 2355C THREE-DIMENSIONAL CAD (AS)3 CRS.**PREREQUISITE:** ETD 1320 & ETD 2350

Specializes in drawing three-dimensional objects, surfaces and models with computers and AUTOCAD Software Release 12. The AUTOCAD user coordinate system, dimensional mesher and multiple view of object will be stressed. (2 hr. Lecture, 2 hr. Lab)

ETD 2377C 3D STUDIO MAX I (AS)3 CRS.

3D Studio Max represents a comprehensive introduction to image creation and animation. The student will learn how to create complex models, apply material to objects, place lights and cameras, render images and animation. (2 hr. Lecture, 2 hr. Lab)

ETD 2378C 3D STUDIO MAX II (AS).....3 CRS.

3D Studio Max II expands on the rendering and animation foundation established in 3D studio Max I. This course takes special note of what is important for modeling and texturing architectural and mechanical models, characters, engineering visualization, virtual reality and Internet web sites. (2 hr. Lecture, 2 hr. Lab)

ETD 2455C MACHINE/MECHANICAL DRAFTING (AS)3 CRS.**PREREQUISITE:** EGS 1111C

Principles, practices and standards of machine drafting applied to industrial processes. Topics include jog and fixture design; punch and die set; gauging; and a project. (2 hr. Lecture 4 hr. Lab)

ETD 2801C TECHNICAL ILLUSTRATION (AS)3 CRS.**PREREQUISITE:** EGS 1111C or consent of instructor

Translation of orthographic drawings into three-dimensional, pictorial representations including Axonometric drawings; perspectives and illustration techniques in shading, rendering and airbrush. (1 hr. Lecture, 5 hr. Lab)

ETG 1949 CO-OP: TECHNOLOGY I (AS)3 CRS.

Coordinated work-study program reinforcing educational and professional growth through involvement in classroom and field experience. The student and teacher-coordinator determine objectives for on-the-job technology assignments and is evaluated by the teacher-coordinator and the immediate supervisor. (1 hr. Lecture, 10 hr. Lab)

ETG 2537C PROPERTIES AND TESTING OF MATERIALS (AS)4 CRS.

Characteristics and physical properties of materials are investigated along with basic mechanics includes techniques on machines used for physical testing in industry. Topics include stress, strain, elasticity, types of failure, structure and application of ferrous and nonferrous metals, organic and inorganic materials and compounds. (3 hr. Lecture, 2 hr. Lab)

ETI 1411C MANUFACTURING PROCESSES (AS)3 CRS.

Covers manufacturing materials and manufacturing methods. Through lecture, demonstration and practical applications, various types of machine tools, tooling, measuring and inspection procedures are covered. (2 hr. Lecture, 2 hr. Lab)

ETI 2131: STATISTICAL PROCESS CONTROL (SPC) (AS)3 CRS.

Principles for implementing SPC, philosophy of continuous improvement, critical reasons for controlling variation and concept of "process" and "systems." Emphasis on interpretation and applications. Techniques include run chart and histograms; X-bar, range control charts; problem-solving tools; attribute control charts; and individuals/moving range control charts. (3 hr. Lecture)

ETI 2133 ADVANCED STATISTICAL PROCESS CONTROL (SPC) (AS).....3 CRS.**PREREQUISITE:** Statistical Process Control (ETI 1131) or permission of instructor.

Advanced methods of Statistical Process Control include: process capability analyses, Cp and Cpk; "Six Sigma" analysis; standard deviation charts; "Step" control charts; Target control charts; Moving Average control charts; Measurement (gauge) system variation control; and Introduction to Experimental Design. Use of "real world" examples is emphasized about applications and achieve proficiency. (3 hr. Lecture)

ETI 2633 INDUSTRIAL RELATIONSHIPS (AS)3 CRS.

Practical understanding of union organization, industrial organization (large and small) and employer-employee relationships. Information on acquiring and holding an entry position including writing of Personal Data Sheet. (3 hr. Lecture)

ETM 2315C HYDRAULICS AND PNEUMATICS (AS)3 CRS.**CO- or PREREQUISITE:** MAC 1114 or equivalent

Theory of hydraulic and pneumatic transmission and control. Theory and applied laboratory demonstrations and experiments emphasize industrial applications utilizing hydraulics or pneumatics. (3 hr. Lecture)

FFP 1200 FIRE PREVENTION* (AS)3 CRS.

Organization and function of fire prevention; inspection, surveying and mapping procedures; recognition of fire hazards. Emphasis on engineering solutions to fire hazards; enforcing fire prevention; public relations as affected by fire prevention. (3 hr. Lecture)

FFP 1600 FIRE APPARATUS AND EQUIPMENT* (AS)3 CRS.

Fire-protection organization and equipment; basic fire-fighting tactics; public relations as affected by fire protection. (3 hr. Lecture)

FFP 1620 PRIVATE FIRE PROTECTION SYSTEMS* (AS)3 CRS.

The functions and general design principle of gaseous and solid particle suppression systems. A review of standards and principles of installation of detection, signaling and communication systems. A review of the principles, characteristics and limitations of extinguishing agents. (3 hr. Lecture)

FFP 1640 FIRE HYDRAULICS* (AS)3 CRS.

Review of mathematics; hydraulic laws and formulas applied to fire service. Application of formulas and mental calculation to hydraulic problems. (3 hr. Lecture)

FFP 2100 FIRE SERVICE ADMINISTRATION (AS)3 CRS.

Fundamentals of fire department management including organization, manning schedules, management of personnel and resources, water supplies, tactics for multiple companies, training, communications, records and reports, public relations. AIA grading schedule and maintenance of buildings and equipment. (3 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

FFP 2101 ADVANCED FIRE SERVICE ADMINISTRATION**(AS).....3 CRS.**

For the fire service career employee who is seeking advancement in the administrative track, this course provides training in government budgeting and accounting, interlocal agreements, privatization and consolidation, Florida statutes #633, 447 and 401, state and federal OSHA standards, NFPA 1500, public personnel management and labor relations. (3 hr. Lecture)

FFP 2130 COMPANY OFFICER LEADERSHIP I (AS)3 CRS.

Basic aspects of leadership including leadership style, communications, group dynamics, individual behavior, motivation and types of management used in fire service. (3 hr. Lecture)

FFP 2135 COMPANY OFFICER LEADERSHIP II (AS)3 CRS.

PREREQUISITE: FFP 2130 *Company Officer Leadership I or Equivalent*

Second of a two-part program in Principles of Leadership. Includes aspects of group dynamics, group behavior, motivation, planning and employee performance rating. Includes the topics of decision making and problem solving. (3 hr. Lecture)

FFP 2150 INSTRUCTIONAL METHODOLOGY (AS)3 CRS.

Principles, procedures and techniques of teaching are presented with emphasis on methods of instruction, developing training outlines, use of visual aids and testing procedures. (3 hr. Lecture)

FFP 2240 FIRE INVESTIGATION AND ARSON DETECTION* (AS)3 CRS.

PREREQUISITE: FIL 1270.

Enrollment limited to fire service and law enforcement agencies. Official identification required. Covers detection of point of origin of fire, cause and spread of fire, report writing, interviewing, arson detection, collection and Applications of software and computer languages as it pertains to scriptwriting, storyboarding, production, scheduling and cost control, project inventory and graphics. (2 hr. Lecture, 2 hr. Lab)

FFP 2263 RESEARCH METHODOLOGY (AS)3 CRS.

This course is a required technical core course in the AS degree - Fire Science curriculum. The course is designed to teach the career firefighter methods and procedures for researching and documenting information pertinent to job needs. Skills in gathering information, documentation, reviewing literature and writing will be taught. Research papers and oral presentations will be required. (3 hr. Lecture)

FFP 2300 RELATED FIRE CODES AND STANDARDS* (AS)3 CRS.

PREREQUISITE: FFP 1200

National, state and local laws and ordinances in fire prevention and protection. (3 hr. Lecture)

FFP 2320 BUILDING CONSTRUCTION FOR FIRE PROTECTION* (AS)3 CRS.

Fundamental building construction and design; fire protection features; and special considerations. (3 hr. Lecture)

FFP 2326 BLUE PRINT READING AND PLANS EXAMINATION (AS)3 CRS.

Blue print reading and plans examination offered through* the Florida State Fire College. (3 hr. Lecture)

FFP 2410 FIRE SERVICE TACTICS AND STRATEGIES (AS)3 CRS.

Strategies for controlling emergency situations including fires inside buildings, high-rise fires, hazardous material incidents and mass casualty incidents. (3 hr. Lecture)

FFP 2500 HAZARDOUS MATERIALS FOR EMERGENCY OPERATIONS* (AS)3 CRS.

Basic hazardous materials identification, incident control techniques, personnel safety, environmental and basic chemistry. (3 hr. Lecture)

FIL 1200 MOTION PICTURE AND TELEVISION PRODUCTION I (AS)3 CRS

New students study the filmmaking process from concept to completion with special emphasis placed on the relationship between various job categories and the 16mm camera. (3 hr. Lecture) FIL

FIL 1620C COMPUTER APPLICATION FOR FILM, TELEVISION AND VIDEO (AS)3 CRS.

Applications of software and computer languages as it pertains to scriptwriting, storyboarding, production, scheduling and cost control, project inventory and graphics (2 hr. Lecture, 2 hr. Lab)

FIL 2000 INTRODUCTION TO FILM COMMUNICATION (AA)3 CRS.

This course is an introduction to techniques used and contributors of filmmaking. Film as 20th century communication, emphasizing formal elements, will be studied through analysis of feature-length films of different nations, styles, themes, and genres. (3 hr. Lecture)

FIL 2100 WRITING FOR FILM AND TELEVISION (AS)3 CRS.

PREREQUISITE: ENC 1101

This is a writing and oral workshop covering scriptwriting as applied to film, television and video production. Additionally, the course provides an opportunity for students to present their scripts before an audience. (3 hr. Lecture)

FIL 2202 MOTION PICTURE AND TELEVISION PRODUCTION II (AS)4 CRS.

PREREQUISITE: FIL 1200, RTV 2000

Through demonstrations and lectures given by an instructor and professional film and television personnel, the student will develop the competencies related to production. This film production course provides and opportunity for students to demonstrate the knowledge and skills obtained through participation in the Film, Television and Video Technology program. The students will participate as a crew member in the production of a student or professional film or video project. (1 hr. Lecture, 6 hr. Lab)

FIL 2211C EDITING AND POST-PRODUCTION (AS) ...3 CRS.

This course is designed to acquaint students with the techniques and other aspects of aesthetics of video and film editing. Emphasis is placed on both visual and audio post production. (2 hr. Lecture)

* Offered through Florida State Fire College or South Tech Fire Academy.

CHAPTER 9 - COURSE DESCRIPTIONS

FIL 2250L EDITING AND POST-PRODUCTION INTERNSHIP (AS)2 CR.
PREREQUISITE: FIL 2250

This course is designed to provide hands-on experience in the competencies of video and film editing. Demonstrations will be given to familiarize the student with the equipment and techniques used in post-production. (2 hr. Lab)

FIL 2271 CAMERA TECHNIQUES (AS) 3 CRS.

This course introduces the competencies expected to successfully operate video and film cameras. This course is offered through a series of lectures, demonstrations and laboratory sessions. (2 hr. Lecture)

FIL 2271L CAMERA INTERNSHIP (AS)2 CR.

This course is designed to provide experience in the competencies of film and video camera operation. Demonstrations will be given to the execution of shooting activities using standard industry camera equipment. (2 hr. Lab)

FIL 2272 LIGHTING TECHNIQUES (AS) 3 CRS.

A study of film and video lighting techniques, practices and equipment, including lighting theory, power distribution systems and color theory. Special emphasis is placed on working as part of the film and video production crew. (2 hr. Lecture)

FIL 2272L LIGHTING INTERNSHIP (AS)2 CR.
PREREQUISITE: FIL 2272C

This course is designed to provide hands-on experience in the execution of lighting for film or video production. Emphasis is on the equipment, hanging, placing, gelling, and reading of lighting plots. Demonstrations will be given as to what lighting is required in various scenes. (2 hr. Lab)

FIL 2273 GRIPPING (AS).....3 CRS.

This course will teach the basics of the grip craft through a series of sessions which include lectures, demonstrations and labs. (2 hr. Lecture)

FIL 2273L GRIPPING INTERNSHIP (AS)2 CR.
PREREQUISITE: FIL 2273

This course is designed to provide work experience in the area of gripping or utility. Emphasis is placed on the proper use and maintenance of the equipment. (2 hr. Lab)

FIL 2275 SOUND (AS)3 CRS.

This course focuses on the theory and practice of production and post-production film and video sound. Special emphasis is placed on working as part of the film production crew. (2 hr. Lecture)

FIL 2275L SOUND INTERNSHIP (AS)2 CR.
PREREQUISITE: FIL 2275

This course is offered to provide work experience in the area of sound. Emphasis will be placed on equipment operations. (2 hr. Lab)

FIL 2400 HISTORY OF MOTION PICTURES (AS)3 CRS.

This course introduces the student to the evolution of the motion picture through lectures and screening of selected films. The focus is on specific movements, individuals and developments in cinema during various periods in the history of film. (3 hr. Lecture)

FIL 2932 THE BUSINESS OF FILM, TELEVISION AND VIDEO (AS)1 CR.

This course introduces the student to the basic principles of business as they apply to film, television and video production. The course introduces basic entertainment contracts and following trends through research and reading industry publications. (1 hr. Lecture)

FIN 2100 INVESTMENTS AND PERSONAL FINANCE (AS) ..3 CRS.

This course provides a survey of the areas of personal economic problems with which all individuals must contend in our society. Topics will guide students towards obtaining favorable results in buying on credit, borrowing money, using bank services, investing savings, selecting insurance coverages, home orienting, investing in stocks and bonds, income tax planning, retirement planning, estate planning, wills and trusts. (3 hr. Lecture)

FOL 1170 - 1179 FIELD TRIP/STUDY - INTERNATIONAL (AA)VARIABLE CR.

Travel-study courses introduce other cultures. SEE PAGE International Field Trip/Study.

FOL 1180 - STUDY TOUR IN CHINA (AA)6 CRS.

This is a twenty-one day, unique study program geared to provide the student with opportunities to attain meaningful, hands on learning experiences dealing with Chinese history, government, geography, education, art, music, religion, philosophy, cuisine, medicine, and culture.

This course grade and credit will be awarded depending upon both the individual's participation during the trip his/her personal project. A program evaluation will be completed by each student upon return to the United States.

FOS 1201 FOOD SERVICE SANITATION (AS)2 CRS.

Basic sanitation principles and applications covering management of a sanitary environment, regulations, standards and accident prevention. (2 hr. Lecture)

FRE 1120 ELEMENTARY FRENCH I (AA)4 CRS.

Basic introduction to grammar, composition, pronunciation and the French culture. (4 hr. Lecture)

FRE 1121 ELEMENTARY FRENCH II (AA)4 CRS.

PREREQUISITE: FRE 1120 or equivalent
Continuation of FRE 1120. (4 hr. Lecture)

FRE 1140 FRENCH IMMERSION STUDY PROGRAM (AA)..... 6 CRS.

PREREQUISITE: Instructor's consent- no language prerequisite, however, prior French course work is strongly recommended

Three week, home-stay study program in Jonquiere, Quebec, conducted entirely in French to increase oral proficiency. (6 hr. Lecture)

FRE 2200 INTERMEDIATE FRENCH I (AA)3 CRS.

PREREQUISITE: FRE 1121 or equivalent
In-depth comprehension of grammar and composition with attention to pronunciation. Vocabulary building is emphasized along with written exercises and conversation. (3 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

FRE 2201 INTERMEDIATE FRENCH II (AA)3 CRS.*PREREQUISITE: FRE 2200 or equivalent*

Continuation of FRE 2200. Advanced grammar and composition are enhanced through translating, writing of themes and conversing. Appreciation of life and culture of native speakers is attained through lectures, reading and discussions of the history of France. (3 hr. Lecture)

FRE 2240 INTERMEDIATE CONVERSATIONAL FRENCH I (AA)3 CRS.*PREREQUISITE: FRE 1121 or equivalent*

Develops conversational skills, intensive oral practice and vocabulary building. (3 hr. Lecture)

FRE 2241 INTERMEDIATE CONVERSATIONAL FRENCH II (AA)3 CRS.*PREREQUISITE: FRE 2240 or equivalent*

Develops conversational skills, intensive oral practice and vocabulary building. (3 hr. Lecture)

FSS 1100 MENU PLANNING AND MERCHANDISING (AS)3 CRS.

Menu planning design, pricing with knowledge of proper advertising and merchandising of the food-service facility. (3 hr. Lecture)

FSS 1210C ELEMENTS OF FOOD SCIENCE AND TECHNIQUE (AS)3 CRS.

Principles of food selection, preparation and meal management; buying food, serving meals and managing time, money and energy in the kitchen. (2 hr. Lecture, 2 hr. Lab)

FSS 1220 PROFESSIONAL COOKING I (AS)2 CRS.*CO- or PREREQUISITE: FOS 1201**CO-REQUISITE: FSS 1220L*

Basic terms, tools and techniques are to be taught with the professional kitchen in mind. (2 hr. Lecture,)

FSS 1220L PROFESSIONAL COOKING I LAB (AS)1 CRS.*CO-REQUISITE: FSS 1220*

Basic terms, tools and techniques are to be taught with the professional kitchen in mind. (1 hr. Lab)

FSS 1221C QUANTITY FOOD PRODUCTION I (AS)4 CRS.*PREREQUISITE: FSS 1210C or FSS 1220C*

Practical experience in handling tools, materials and equipment includes food preparation and menu planning for large numbers of people with emphasis on institutional cooking, recipe conversions, production sheets, food costing and recipe-file development. (2 hr. Lecture, 4 hr. Lab)

FSS 1222C QUANTITY FOOD PRODUCTION II (AS)4 CRS.*PREREQUISITE: FSS 1221C*

Continuation of FSS 1221C. Students spend time as managers and production personnel. Proper management skills, production and planning are emphasized. (2 hr. Lecture, 4 hr. Lab)

FSS 1270 UNDERSTANDING WINE AND SPIRITS (AS)3 CRS.

Overview of the wine and spirits trade beginning with basics of growing grapes and making wine, how to taste effectively, read and understand wine labels and geography. Beers, brews and art of brewing are covered. Sales, merchandising and retail security are discussed. (3 hr. Lecture)

FSS 1300 INTRODUCTION TO FOOD SERVICE MANAGEMENT (AS)3 CRS.

Covers food service management industry operations stressing fundamentals of organization, methods of planning, organizing, scheduling, training, labor and cost control. Development and use of departmental forms will be analyzed. Principles of sanitation and safety will be included. (3 hr. Lecture)

FSS 2100 PURCHASING FOR THE HOSPITALITY INDUSTRY (AS)3 CRS.

Emphasis on selection and specification requirements for purchasing food including fruit, vegetables, meats and grocery items; food-service standards and specifications, food items and paper and alcoholic beverages will be discussed. (3 hr. Lecture)

FSS 2246C BAKING (AS)..... 4 CRS.*PREREQUISITE: FSS 1220C or permission of instructor*

Fundamentals of baking including preparation of yeast rolls, bread, pies, cakes, cookies, tarts, doughnuts, holiday specialties and torten. Proper use and care of equipment, sanitation and hygienic work habits and conformance with health laws are emphasized. (2 hr. Lecture, 4 hr. Lab)

FSS 2248C PASTRY AND GARDE MANGER I (AS)4 CRS.*CO- or PREREQUISITES: FSS 1210C, FSS 1221C*

Basic garde manger principles including functions and duties of the department as it relates to other kitchen operations. Focus is on specialty work including buffet decorations, understanding equipment and area planning. (2 hr. Lecture, 4 hr. Lab)

FSS 2249C PASTRY AND GARDE MANGER II (AS)4 CRS.*PREREQUISITE: FSS 1210C, FSS 1221C, and FSS 2248C*

Stresses specialty work of the garde manger, including tallow, ice sculpting, center pieces, buffets and decorations, aspic and chaud froid work. Buffet planning and production are discussed. (2 hr. Lecture, 4 hr. Lab)

FSS 2500 FOOD AND BEVERAGE COST CONTROL (AS) 3 CRS.

Cost control systems of hotels and restaurants in purchasing, allocation and use of foods and beverages for profitable operations. (3 hr. Lecture)

GCO 2230 PUMPING AND IRRIGATION SYSTEMS (AS)3 CRS.

Irrigation principles and equipment used in horticulture including water requirements of plants, design and layout, pumps and valves, installation and trouble shooting and job estimating for residential and commercial sites. (3 hr. Lecture)

GCO 2405 ADVANCED TURF CULTURE I (AS)3 CRS.*PREREQUISITE: ORH 2220*

Students are provided with in-depth knowledge and skills for the intensive management of golf-course turf. Cultural practices used on golf courses along with budgeting, environmental sensitivity, and tournament preparation are emphasized. (3 hr. Lecture)

GCO 2406 ADVANCED TURF CULTURE II (AS).....3 CRS.*PREREQUISITE: ORH 2220, GCO 2405*

This second course in advanced turf culture provides an in-depth study of golf course pest management and irrigation systems. (3 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

GER 1011 INTRODUCTION TO BUSINESS (AA)3 CRS.

Objectives include: (1) give beginning business student an opportunity to learn about business in its entirety before studying each of its parts intensively, (2) develop a technical vocabulary for use in later courses and in reading business periodicals, (3) acquire a better understanding of the workings of the free enterprise system, and (4) identify career opportunities. (3 hr. Lecture)

GEO 1010 PRINCIPLES OF GEOGRAPHY AND CONSERVATION* (AA)3 CRS.**

Introduction to cultural and world geography through a study of selected regions. Ecological and conservation problems are emphasized with an explanation of geographical materials and uses. Written work: 2,000 words. Requires a grade of C or better for transfer for AA degree credit. (3 hr. Lecture)

GER 1120 ELEMENTARY GERMAN I (AA)4 CRS.

Basic introduction to grammar, composition, pronunciation and the German culture. 4 hr. Lecture)

GER 1121 ELEMENTARY GERMAN II (AA)4 CRS.

Continuation of GER 1120. (4 hr. Lecture)

GER 2200 INTERMEDIATE GERMAN I (AA)3 CRS.

PREREQUISITE: GER 1121 or equivalent

This course emphasizes an in-depth comprehension of grammar and composition with continued attention to pronunciation, and further study of the life and culture of native speakers of the language through reading and discussions. The language laboratory is optional. (3 hrs. Lecture)

GER 2201 INTERMEDIATE GERMAN II (AA)3 CRS.

PREREQUISITE: GER 2200 or equivalent

This course is a continuation of GER 2200. It continues the study of advanced grammar and composition and enhances the appreciation of the life and culture of native speakers of the language through lectures, reading and discussions of the history of Germany. The language laboratory is optional. (3 hr. Lecture)

GEY 2000 GERONTOLOGY (AS)3 CRS.

A practical human services approach to gerontology for the beginning professional. This study of aging includes psychological, sociological and biological factors related to the process of growing old. Special emphasis is placed on demography, income, employment, physical health, mental health, housing, transportation, and criminal victimization. Also included are the Older Americans Act, the Area Councils on Aging and Multi-purpose Human Services Resources, local, state and national. The course is designed to meet the needs of those already working in the field who are seeking increased knowledge and skills, as well as more positive attitudes. It is also for the beginner in the field of human services. (3 hr. Lecture)

GLY 1000 DESCRIPTIVE GEOLOGY (AA)3 CRS.

Materials, structure and surface of Earth and processes which produced or shaped them. Laboratory exercises, demonstrations and field trips are included. (3 hr. Lecture)

GRA 1530C TYPOGRAPHY I (AS)3 CRS.

Introduction to selection and use of typefaces and lettering styles for aesthetics and readability. Includes historical development of the alphabet and type designs; type classification; methods and terminology of typesetting and printing; computer concepts; guidelines for good typographic practice; experience in setting display type and solving display typographic problems. Field trips. (2 hr. Lecture, 2 hr. Lab)

GRA 1531 TYPOGRAPHY II (AS)3 CRS.

PREREQUISITE: GRA 1530C, GRA 2800C

How to achieve results far superior to ordinary computerized typesetting. Computer experience in setting text and display type, and in page makeup for desktop publishing. Also includes logo and trademark design; techniques in specifying type copy fitting, proofreading, and persuading decision makers. Introduction to kinds of papers used in printing. Varied projects are completed. (3 hr. Lecture)

GRA 2800C INTRODUCTION TO MACINTOSH GRAPHICS (AS)3 CRS.

PREREQUISITES: ART 1210C, ART 1300C

Introductory course in Macintosh computer graphics for AS Design or Printing programs. (2 hr. Lecture, 2 hr. Lab)

GRA 2808C MACINTOSH ADOBE ILLUSTRATOR I (AS)3 CRS.

PREREQUISITE: GRA 2800C, *Introduction to Macintosh Graphics* or permission of the department chairperson.

This introductory course provides instruction in the use of Adobe Illustrator software as applied to the Macintosh computer. This course is recommended for those who are pursuing the AS Degree in Graphic Design. (2 hr. Lecture, 2 hr. Lab)

GRA 2809C MACINTOSH ADOBE ILLUSTRATOR II (AS)3 CRS.

PREREQUISITE: GRA 2808C, *Macintosh Adobe Illustrator I* or permission of the department chairperson.

This intermediate course provides instruction in the application of Adobe Illustrator software to enhance and/or update working knowledge. Assignments will be made which will expand upon the information gained through enrollment in GRA 2808C. (2 hr. Lecture, 2 hr. Lab)

GRA 2811C MACINTOSH ADOBE PHOTOSHOP I (AS)3 CRS.

PREREQUISITE: GRA 2800C, *Introduction to Macintosh Graphics* or permission of the department chairperson.

This introductory course provides instruction in the use of Adobe Photoshop software as applied to the Macintosh computer. The course is recommended to those who are pursuing the AS Degree in Graphic Design. (2 hr. Lecture, 2 hr. Lab)

GRA 2812C MACINTOSH ADOBE PHOTOSHOP II (AS)3 CRS.

PREREQUISITE: GRA 2811C, *Macintosh Adobe Photoshop I*, or permission of the department chairperson.

This intermediate course provides instruction in the application of Adobe Photoshop software to enhance and/or update working knowledge. Assignments will be made which will expand upon the information gained through enrollment in GRA 2811C Macintosh Adobe Photoshop I. (2 hr. Lecture, 2 hr. Lab)

GRA 2814C MACINTOSH QUARK EXPRESS I (AS).....3 CRS

PREREQUISITE: GRA 2800C: *Introduction to Macintosh Graphics*

This introductory course is a desktop publishing course for those seeking experience in typesetting and layout for the publishing industry. This course is of great importance to those in the AS degree program in Graphic Design. (2 hr. Lecture, 2 hr. Lab)

CHAPTER 9 - COURSE DESCRIPTIONS

GRA 2815C MACINTOSH QUARKX-PRESS II (AS)3 CRS.

PREREQUISITE: GRA 2814C: Macintosh QuarkXpress I or permission of the department chairman.

This intermediate course serves both as an update of electronic publishing skills and as a course which provides further involvement with a difficult but rewarding program. Those employed in the publishing field will be able to improve their basic knowledge. (2 hr. Lecture, 2 hr. Lab)

GRA 2940 GRAPHIC DESIGN INTERNSHIP (AS)3 CRS.

PREREQUISITE: All other Graphic Design courses required for A.S. 01-011 program. A 3.0 minimum GPA in major coursework and approval of department chair.

A capstone of the Graphic Design 2-year AS program. The intern, after attaining employment, works in a studio setting or printshop, e.g., advertising agency, advertising department of a large company or in a commercial printing business and be involved in duties associated with the graphic arts profession for a period of not less than six weeks, not more than 12 weeks or 220-300 hours. (5 hr. Lab)

HFT 1000 INTRODUCTION TO THE HOSPITALITY BUSINESS (AS)3 CRS.

Historical development of the hospitality business, compare present scope of the business at the national, state and county level, differentiate departmental and job responsibilities in hotels and restaurants. (3 hr. Lecture)

HFT 1342 HOSPITALITY EQUIPMENT LAYOUT AND DESIGN (AS)3 CRS.

Design and layout of work areas, specifications of equipment, and design of facilities for maximum utilization taking in account cost, work safety and individual requirements. (3 hr. Lecture)

HFT 1630 MANAGEMENT OF SECURITY IN HOSPITALITY BUSINESS (AS)3 CRS.

Issues regarding individualized security programs, examines security and safety equipment and procedures, guest protection and internal security for asset protection and outlines OSHA regulations. (3 hr. Lecture)

HFT 1700 TOURISM AND THE HOSPITALITY INDUSTRY (AS)3 CRS.

Provides basic knowledge of tourism-related concepts and practical experience for the hospitality industry. (3 hr. Lecture)

HFT 1850C DINING ROOM MANAGEMENT (AS)3 CRS.
CO- or PREREQUISITE: FOS 1201

A blend of theory and application. In the classroom, proper dining room procedures for director of service, dining room captain, waiter/waitress and dining room attendant. In the laboratory hospitality management training center, the student performs, on rotation, functions and responsibilities of each position including procedures for different types of service (plate service, family style, buffet service, platter service, cart service, banquet type and others); purchase and maintenance of chinaware, glassware, silverware and linen, wine and beverage service, sanitation and safety, and in-service management. (2 hr. Lecture, 4 hr. Lab)

HFT 1949C CO-OP: HOSPITALITY MANAGEMENT I (AS)3 CRS.

Coordinated work-study program reinforcing educational and professional growth through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine objectives or on-the-job hospitality management assignment. Student is evaluated by teacher-coordinator and immediate supervisor. (1 hr. Lecture, 10 hr. Lab)

HFT 2220 PERSONNEL MANAGEMENT PRACTICES (AS)3 CRS.

Basic principles and analysis of managerial problems, including job analysis methods, selection, control and supervision of personnel including work plans and schedules, labor and cost control, legal requirements and safety controls. (3 hr. Lecture)

HFT 2300 HOUSEKEEPING MANAGEMENT (AS)3 CRS.

A survey course providing a general understanding of the organization, duties and administration of institutional housekeeping includes interior decoration, purchase of furniture, carpeting, linens and supplies. (3 hr. Lecture)

HFT 2410 HOTEL-MOTEL FRONT OFFICE AND PROCEDURES (AS)3 CRS.

Study of functions, procedures and organization of front office department in a medium and large hotel. Emphasis on reservations and front-office psychology. (3 hr. Lecture)

HFT 2434 CLUB MANAGEMENT (AS)3 CRS.

Basic management of clubs and resorts. Covers private and semi-private clubs and resorts, and the differences in managing a club versus restaurants or hotels. (3 hr. Lecture)

HFT 2510 SALES PROMOTION AND ADVERTISING IN HOTELS AND FOOD SERVICE ESTABLISHMENTS (AS)3 CRS.

The study of marketing principles associated with the promotion of lodging and food service businesses. (3 hr. Lecture)

HFT 2949C CO-OP: HOSPITALITY MANAGEMENT II (AS)3 CRS.

Continuation of HFT 1949. (1 hr. Lecture, 10 hr. Lab)

HHD 2367 TEXTILES FOR THE INTERIORS (AS)3 CRS.

Examines window treatments and upholstered furniture, construction techniques and how to measure and compute fabric needs, estimating floor covering and wall treatments. (3 hr. Lecture)

HIS 2950 TRAVEL/STUDY: BRITISH HISTORY (1) (AA)3 CRS.

Lectures at Cambridge University, England, on one of the following: An Outline of British History I, II or III, the History of Shakespeare's England, Britain in the Modern World Twentieth-century British History. (3 hr. Lecture)

HIS 2951 TRAVEL/STUDY: BRITISH HISTORY (2) (AA)6 CRS.

Lectures at Cambridge University, England, on two of the following: An Outline of British History I, II or III, the History of Shakespeare's England, Britain in the Modern World and Twentieth-century British History. (6 hr. Lecture)

HLP 1081 PHYSICAL FITNESS I (AA)1 CR.

Introduces concepts of fitness for living. A personal fitness evaluation and planned program for fitness are included. (2 hr. Lab)

CHAPTER 9 - COURSE DESCRIPTIONS

HLP 1083 ESSENTIALS OF WELLNESS I (AA)1 CR.

This course is designed to provide the student with a fundamental knowledge of wellness. Included are individual evaluations of wellness (example: nutrition, stress and exercise), development of "wellness" plans for self and others and concepts of management for individual plans. Each module builds from the previous one moving the student from basic to complex concepts and teaching/learning strategies. Module I focuses on basic information and beginning development of wellness plans for individuals. (1 hr. Lecture)

HLP 1087 ESSENTIALS OF WELLNESS II (AA)1 CR.

PREREQUISITES: HLP 1083, *Essentials of Wellness*

This course is designed to provide the student with a fundamental knowledge of wellness. Included are individual evaluations of wellness (example: nutrition, stress and exercise), development of "wellness" plans for self and others and concepts of management for individual plans. Each module builds from the previous one moving the student from basic to complex concepts and teaching/learning strategies. Module II focuses on using the basic concepts, exploring special population needs and managing a wellness plan. (1 hr. Lecture)

HLP 1088 ESSENTIALS OF WELLNESS III (AA)1 CR.

PREREQUISITES: HLP 1087, *Essentials of Wellness II*

This course is designed to provide the student with a fundamental knowledge of wellness. Included are individual evaluations of wellness (example: nutrition, stress and exercise), development of "wellness" plans for self and others and concepts of management for individual plans. Each module builds from the previous one moving the student from basic to complex concepts and teaching/learning strategies. Module III focuses on integrating community resources with individual/group wellness plans and evaluating their effectiveness and incorporating necessary modifications. (1 hr. Lecture)

HSC 1000 INTRODUCTION TO HEALTH CARE (AS)2 CRS.

COREQUISITE: HSC 1000L

This course prepares the student for study in the allied health occupations. Unit studies include professional ethics, behavior and communication, patient care and assessment, universal precautions, CPR, medical terminology, risk management and the study of health care regulation and systems. (2 hr. Lecture)

HSC 1000L INTRODUCTION TO HEALTH CARE LAB (AS)1 CR.

Companion to HSC 1000 through the introduction of core technical skills for health occupations. Includes basic skills like: therapeutic communications, transfer procedures, mobility, vital sign measurements, OSHA guidelines including hand washing, medical and surgical asepsis (including gloving), calculation of medical/science math, employment skills and CPR. (2 hr. Lab)

HSC 1004 INTRODUCTION TO DEVELOPMENTAL CONCEPTS FOR HEALTH CARE PROVIDERS (AS)2 CRS.

This course is designed to introduce the student to an overview of the general principles and processes of normal human growth and development. The student will be exposed to developmental concepts as they relate to specific age groupings, from conception through death. Health care implications and adaptations for Health Care providers will be integrated with course content. Biological, psychosocial and societal biopsychosocial forces will be identified in relation to their effects on the range of normal human behaviors. Effective communication techniques will be studied, with emphasis on their use in health care situations. (2 hr. Lecture)

HSC 1400 STANDARD FIRST AID AND CPR (AS)1 CR.

Provides skills meeting certification requirements by the American Red Cross; includes CPR certification. (2 hr. Lab)

HSC 1500 AIDS: A HUMAN CONCERN (AA)3 CRS.

Provides comprehensive and current information on AIDS with specific insights on how AIDS affects all lay persons and health care professionals alike. Included are clinical manifestations, psychosocial and neuropsychiatric aspects, legal and ethical issues, the social, political and economic implications. How AIDS affects both patient and health care (and allied) professionals. Other information includes AIDS resources, safe sex and HIV testing. Meets requirements of Florida State Board of Education Rule for education concerning human sexuality for grades K-12. (3 hr. Lecture) Offered Winter only.

HSC 2100 HEALTH CONCEPTS AND STRATEGIES (AA)3 CRS.

This course is designed to provide students with a comprehension of scientific knowledge that applies to the application and promotion of good health status for themselves, family, and society. Current health findings are used to establish an awareness of various health needs in order to understand ourselves biologically, emotionally and socially. Special emphasis is placed upon stress management, fitness, nutrition and the development of an effective personal lifestyle utilizing applied health components. (3 hr. Lecture)

HSC 2133 HUMAN SEXUALITY EDUCATION (AA)3 CRS.

Provides scientific knowledge about sexuality to promote good health for themselves, their family and society includes in-depth information on topics of human sexual biological systems and responses; reproduction and birthing/control; gender identity/role/relationships; sexuality through the life cycle; sexual relationships/individuality and sexual values; sexual dysfunction and therapy; socio-sexual problems; and sexually transmitted diseases/AIDS. Meets requirements of Florida State Board of Education Rule for education concerning human sexuality for grades K-12. (3 hr. Lecture) Offered Fall only.

HSC 2140 DRUG EDUCATION (AA)3 CRS.

An introduction to the effects of drugs on human behavior and society. Included are biological and historical information about drugs, social scientific aspects of drug use and misuse pharmacological effects on mind and body. Meets requirements of Florida State Board of Education Rule for education concerning drugs including alcohol for grades K-12. (3 hr. Lecture) Offered Fall only.

HSC 2204 COMMUNITY HEALTH EDUCATION (AA)3 CRS.

NO PREREQUISITE; HSC 2100 recommended

Introduction to the nation's community health system and related educational functions. Surveyed are historical and administrative structures, concepts and scope of programs, major contemporary health problems and related health education and community functions. Meets requirements of Florida State Board of Education Rule for education concerning human sexuality for grades K-12. (3 hr. Lecture) Offered Fall only.

HSC 2531 MEDICAL TERMINOLOGY (AS)3 CRS.

Preparation for health-related vocations with the commonly used medical terminology. The components of medical terms are analyzed, terms are defined and use of medical dictionary and related sources are emphasized. (3 hr. Lecture)

HUM 2740 HUMANITIES OVERSEAS STUDY TOUR (AA)3 CRS.

Study of cultures of countries other than the United States; includes classroom and on-site visits to cultural and artistic locations in countries visited. (3 hr. Lecture)

HUN 1001 INTRODUCTORY NUTRITION (AS)3 CRS.

...This course is designed as an introductory course for students not majoring in a Healthcare field. The course focuses on increasing students' knowledge and understanding of basic nutrition concepts and developing skills that will enable students to make healthful decisions about nutrition. (3 hrs. Lecture)

HUN 1201 ELEMENTS OF NUTRITION (AS)3 CRS.

Explores principles necessary to promote optimum nutrition throughout the life cycle. Consideration for the changing nutritional scene and areas of controversy. Emphasis on nutritional practices. (3 hrs. Lecture)

HUN 1501 COMMUNITY NUTRITION (AS) 3 CRS.

PREREQUISITE: HUN 1201

Utilizes knowledge of normal nutrition; skills in communications; socioeconomic influences; and familiarity with community resources to educate and motivate individuals and groups to improve their nutritional status. (2 hr. Lecture, 2 hr. Lab)

HUS 1001 INTRODUCTION TO HUMAN SERVICES (AS)3 CRS.

An orientation to the field of human services, history, current concepts and roles of beginning professionals are reviewed and discussed, community services and resources are studied. New approaches to meeting human needs are explored. The knowledge, skills and attitudes essential to the beginning professional are investigated. There is a whole new spectrum of challenges today in the field of human services, and the beginning professional-the human services specialist-is meeting them. Human services beginning professionals go wherever people are having problems and needs. They learn techniques and skills in areas including behavior modification, family therapy, problem solving, counseling, interviewing and case management. (3 hr. Lecture)

HUS 1100 COUNSELING AND INTERVIEWING (AS)..... 3 CRS.

PREREQUISITE: PSY 2012

This course teaches skills, knowledge and attitudes for counseling, interviewing and problem solving as used in therapy or in everyday situations. A combination of teaching techniques is used including demonstration, exercises, one-on-one practices, reading assignment and field work. The course develops counseling skills for the client-counselor relationship. The students will learn and practice problem-solving techniques which help the client identify problems and work systematically for solutions. Interviewing is taught as a component of the counseling process. Techniques used in assessing the client and the problems are taught as part of the total process. Active listening, reflecting, questioning, summarizing, problem-solving, starting a session and ending a session are taught in this course. (3 hr. Lecture)

HUS 1200 PRINCIPLES OF GROUP DYNAMICS (AS)3 CRS.

PREREQUISITE: PSY 2012

A course designed to help students realize potential for growth and to increase their ability to work effectively with others. Group processes are explored including cohesion, conflict, individual roles, communications and problem-solving. (3 hr. Lecture)

HUS 1531 COUNSELING THE CHEMICALLY DEPENDENT PERSON (AS)3 CRS.

This course is designed for the student who has elected to counsel the chemically dependent person. It emphasizes one-to-one helping. It also applies in practice sessions the pathology of chemical dependency and knowledge of helping resources. Discussion, role-playing and critique are part of this instruction. Both individual and group counseling techniques are taught. (3 hr. Lecture)

HUS 1850 FIELD WORK IN HUMAN SERVICES I (AS)2 CRS.

PREREQUISITE: HUS 1100 or HUS 1200 or HUS 2520 (Any one of the courses listed)

This course offers an understanding of the role and function, programs and services of a variety of human services organizations including the not-for-profit agencies. In addition, the students study the private sector of human services organizations, and the individuals involved in a variety of private practice professions. The students study the team approach to human services as well as the one-to-one approach to helping and problem solving. (2 hr. Lecture)

HUS 1850L FIELD WORK IN HUMAN SERVICES I INTERNSHIP (AS) 3 CRS.

PREREQUISITE: HUS 100 or HUS 1200 or HUS 2520 (Any one of the courses listed); **CO-REQUISITE:** HUS 1850

Each student is assigned to a human services program for six hours weekly, for 16 weeks. Students are supervised by the instructor and personnel of the Human Services program. On-the-job training includes interviewing and counseling clients and their families; assessment and planning; monitoring and observation; problem-solving; participating in group and individual therapy; intervention and treatment; and linking clients with community resources. (9 hr. Lab)

HUS 2520 PSYCHOTHERAPY: THEORY AND PRACTICE (AS) 3 CRS.

PREREQUISITE: PSY 2012

An overview of current approaches to psychological counseling and psychotherapy including psychoanalysis, client-centered, Gestalt, transactional analysis, reality therapy, behavior therapy and rational-emotive therapy. The course examination of basic issues in counseling and psychotherapy, including ethical issues and the personality of the counselor. Emphasis is on both the theory and practical applications of the various approaches. (3 hr. Lecture)

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HUS 2851 FIELD WORK IN HUMAN SERVICES II (AS) 2 CRS.**PREREQUISITE:** HUS 1850

Continuation of HUS 1850. (2 hr. Lecture)

HUS 2851L FIELD WORK IN HUMAN SERVICES II INTERNSHIP (AS) 3 CRS.**PREREQUISITE:** HUS 1100 or HUS 1200 or HUS 2520 {any one of the courses listed};**CO-REQUISITE:** HUS 2851

This is a second module of field work to enable each student to participate in a second area of "learning by doing," or on-the-job training. Students will continue under supervision and keep a daily journal of their on-the-job experiences to share with their classmates and instructors at the weekly seminars. (9 hr. Lab)

IDH 2105 THE ART OF PUBLIC DELIBERATION AND COMMUNITY BUILDING (AA) 3 CRS.

This honors course is designed to teach and give students experience in practicing the art of public deliberation and community building. The academic portion of the course will explore several methods and interdisciplinary perspectives from the social sciences, communications, journalism and the humanities. The service learning or experiential part of the course will involve students in training for and conducting study circles or forums on current issues that involve local, state, national or international conflicts. (3 hr. Lecture)

IDS 2109 CLAST REVIEW COURSE (AA) 3 CRS.

PREREQUISITE: completed 30 semester college credit courses including 15 of the 18 hours required under the Gordon Rule Review of competencies tested on the state-mandated CLAST examination.

Topics include the essay, writing, reading and computation subtests. (3 hr. Lecture)

IND 1012C INTERIOR DESIGN STUDIO I (AS) 3 CRS.**CO-REQUISITES:** IND 1025C, IND 1401C

This course aims to identify and apply elements and principles of basic design to interiors or spaces. Its purpose is to acquaint the student with plans for space utilization, selection and arrangement of furniture, equipment and accessories. (2 hr. Lecture, 2 hr. Lab).

IND 1015C INTERIOR DESIGN STUDIO II (AS) 3 CRS.**PREREQUISITES:** IND 1012C

In this course students apply creative problem-solving skills in designing residential interiors. An emphasis is placed on space planning, furniture arrangement, wall elevations, interior details, furniture and finish selections as well as graphic skills and presentation techniques. (2 hr. Lecture, 2 hr. Lab)

IND 1019C INTERIOR DESIGN STUDIO III (AS) 3 CRS.**PREREQUISITE:** IND 1015C; **CO-REQUISITE:** BCN 2253C

This course is intended to introduce the interior design student to the complexities of nonresidential interiors. The complete design process, including space planning, human factors, technical issues, furniture and material selection and code requirements will be examined. (2 hr. Lecture, 2 hr. Lab)

IND 1025 FUNDAMENTALS OF COLOR AND DESIGN (AS) 3 CRS.

Introduction to the use and properties of color in two and three dimensional design stressing color and design theory. (2 hr. Lecture, 2 hr. Lab)

IND 1401C TECHNICAL DESIGN I (AS) 3 CRS.

This course is a basic drawing course designed to introduce the beginning interior design student to the fundamentals of drafting and graphic standards as well as the different types of drawings used in design. It is designed to provide the graphics skills needed to support IND 1012C, Introduction to Interior Design, and should be taken concurrently with this course. Lettering, preliminary planning, line quality, orthographic drawings, perspective and shades and shadows are covered. (2 hr. Lecture, 2 hr. Lab)

IND 1430C TECHNICAL DESIGN III (AS) 3 CRS.**PREREQUISITE:** IND 1015C; **CO-REQUISITE:** IND 1019C

This course continues the study of interior design principles, specifically understanding, utilizing and planning electrical and lighting systems, in commercial and residential applications. It also provides the student with an understanding of mechanical and plumbing systems and explores the environmental aspects of interior design. (2 hr. Lecture, 2 hr. Lab)

IND 2010C INTERIOR DESIGN STUDIO IV (AS) 3 CRS.**PREREQUISITE:** IND 1019C

This course requires the advanced interior design student to utilize all previously learned design skills to produce and understand comprehensive commercial design projects. Emphasis is on programming, special analysis, code restrictions, complete furniture selection and budget limitations. Complete design drawings will be stressed to aid in visual communications. (2 hr. Lecture, 2 hr. Lab)

IND 2011 BUSINESS PROCEDURES FOR INTERIOR DESIGNERS (AS) 3 CRS.**CO-REQUISITE:** IND 2010C

Business processes and procedures such as contracts, profits, pricing and invoicing; legal and ethical practices in designer-client relations; basic operation of an interior design business. (3 hr. Lecture)

IND 2100 HISTORY OF INTERIORS I (AS) 3 CRS.

History of architecture, interiors and furniture from antiquity to the Industrial Revolution including architectural details, fabrics and accessories. (3 hr. Lecture)

IND 2130 HISTORY OF INTERIORS II (AS) 3 CRS.

History of architecture, interiors and furniture from late 19th century to the 20th century including architectural details, fabrics and accessories. (3 hr. Lecture)

IND 2331C INTERIOR DESIGN GRAPHICS I (AS) 3 CRS.**CO-REQUISITE:** IND 1015C

This course covers methods and techniques for two- and three-dimensional illustration. Color and mixed media aspects will be applied to floor plans, elevations and interior perspective drawings. (2 hr. Lecture, 2 hr. Lab)

IND 2332C MODEL BUILDING (AS) 3 CRS.**PREREQUISITE:** IND 1015C

Explores construction methods and techniques necessary to translate architectural and interior drawings into three-dimensional scale models. (2 hr. Lecture, 2 hr. Lab)

CHAPTER 9 - COURSE DESCRIPTIONS

IND 2420 PRODUCTS AND MATERIALS OF INTERIOR DESIGN (AS)3 CRS.
PREREQUISITE: IND 1015C

This course involves an in-depth study and examination of products and materials used in commercial and residential environments. It will investigate the function, durability, fire-resistant standards, toxicity, aesthetics and liabilities of a broad spectrum of materials and finishes, and introduce proper specification notation. (3 hr. Lecture)

IND 2429 TEXTILES FOR THE INTERIOR (AS) 3 CRS.
PREREQUISITE: IND 2420: *Products and Materials of Interior Design*

This course covers textile products available for use in residential and commercial interiors. It reviews government regulations, test methods, performance standards, installation procedures and maintenance practices applying to interior textile products. It also examines window treatments and upholstered furniture, construction techniques and how to measure and compute fabric needs, estimating floor covering and wall treatments. (3 hr. Lecture)

IND 2527C ADVANCED PORTFOLIO INTERIOR DESIGN (AS)3 CRS.
PREREQUISITE: IND 2010C

Preparation for entry into the professional world of interior design. A final portfolio of presentation techniques will be developed to use for employment, professional accreditation or to show prospective clients. (2 hr. Lecture, 2 hr. Lab)

IND 2941C INTERIOR DESIGN INTERNSHIP (AS)3 CRS.
PREREQUISITES: IND 2010C, IND 2011

Preparation to enter the profession of interior design. The student will acquire practical experience by working in a professional interior design business. (2 hr. Lecture, 2 hr. Lab)

INR 2002 INTERNATIONAL RELATIONS (AA) 3 CRS.
PREREQUISITES: POS 1001 or POS 2041 and/or ECO 2013 or consent of instructor An introduction to the dynamics of global politics.

An analysis and application of current theories about international relations. It looks closely at influences on the international political agenda as well as the settlement of international political conflicts. It focuses attention on the issues that face international leaders, such as military security in the nuclear era, trade and the international political economy, environmental threats, human rights abuses, refugees, the drug trade and other international crime, and terrorism. (3 hr. Lecture)

INR 2015 INTRODUCTION TO GLOBAL STUDIES (AA)3 CRS.

Introduces the realities of current global problems; changing demographic patterns, food and energy resources, structure of international relations emphasizing development of global perspectives for sophisticated citizens. (3 hr. Lecture)

IPM 1301 PESTICIDES (AS) 3 CRS.

Introduction to role and mechanisms of pesticides in an integrated pest-management program. Ecological, biological and economic principles are emphasized. Classification, action, toxicity, registration procedures and application techniques of chemicals defined as pesticides under the Federal Insecticide, Fungicide and Rodenticide Act are studied. (3 hr. Lecture)

ISS 1949C CO-OP: SOCIAL SCIENCE TRAINING I (AA) ..3 CRS.

Coordinated work-study program reinforcing educational and professional growth through parallel involvement in classroom studies and field experience. Student and teacher-coordinator determine objectives for on-the-job social science assignments. Student is evaluated by the teacher-coordinator and immediate supervisor. (1 hr. Lecture, 10 hr. Lab)

ISS 2202 CANADIAN STUDIES (AA)3 CRS.

Multicultural, interdisciplinary international studies course on selected issues pertaining to Canada. Includes geography, history, politics and economics in a multicultural perspective encompassing an examination of native peoples, Anglo-Canadians and Franco-Canadians and how these groups determine Canadian identity. A review of historical and contemporary literature traces the development of Canadian national consciousness and addresses issues in Canadian foreign policy and international relations. (3 hr. Lecture)

ISS 2949C CO-OP: SOCIAL SCIENCE TRAINING II (AA). 3 CRS.

Continuation of ISS 1949C. (1 hr. Lecture, 10 hr. Lab)

ITA 1120 ELEMENTARY ITALIAN I (AA)4 CRS.

Basic introduction to grammar, composition, pronunciation, and the Italian culture. (4 hr. Lecture)

ITA 1121 ELEMENTARY ITALIAN II (AA) 4 CRS.

Continuation of ITA 1120. (4 hr. Lecture)

ITA 2200 INTERMEDIATE ITALIAN I (AA)3 CRS.

PREREQUISITE: ITA 1121 or equivalent
 Review of basic structure of spoken and written Italian. Readings in Italian on an elementary level are required, and students are required to spend one hour per week listening to language laboratory recordings. (3 hr. Lecture)

ITA 2201 INTERMEDIATE ITALIAN II (AA) 3 CRS.

PREREQUISITE: ITA 2200 or equivalent
 Continuation of ITA 2200.

There are readings in Italian on the intermediate level. (3 hr. Lecture)

JOU 2103 REPORTING & WRITING TECHNIQUES (AA) 3 CRS.

PREREQUISITE: MMC 1100 or equivalent or permission of division chair

This course is designed to provide the student with basic understanding of the news gathering and reporting techniques commonly used in today's mass media newsrooms and public relations offices. The course will focus on three principal areas of news writing: investigative reporting, feature article writing, and public affairs reporting, as well as the writings of public relations publicity and promotional materials. (3 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

LEI 2700 RECREATION FOR THE AGING AND SPECIAL POPULATION (AS)3 CRS.**PREREQUISITE:** BSC 1085/1085L

Knowledge and skills in recreational activities for the ill, aging and physically and mentally handicapped. (2 hr. Lecture, 2 hr. Lab)

LIS 1002 ELECTRONIC ACCESS TO INFORMATION (AA)1 CR.

This course examines electronic services that are available for accessing information resources such as books, journals, library holdings, newspapers, databases, E-mail and electronic conferences and bulletin boards. (1 hr. Lecture)

LIS 2004 INTRODUCTION TO INTERNET RESEARCH (AA) ..1 CR.

This course presents skills necessary for searching the Internet successfully. The course will review the parts of the Internet that are important for accessing information necessary for Gordon Rule papers, essays, or research reports. The course will demonstrate how information retrieved on the Internet should be evaluated for its content and credibility and will stress the development of critical thinking skills. (1 hr. Lecture)

LIT 2090 CONTEMPORARY LITERATURE (AA)3 CRS.**PREREQUISITE:** ENC 1101

A study of major writers and trends since 1945. Written work: 3,000 words. (3 hr. Lecture)

LIT 2110 WORLD LITERATURE BEFORE THE RENAISSANCE (AA)3 CRS.**PREREQUISITE:** ENC 1101

Study of selected works of ancient, medieval, and Renaissance worlds to 1600. Written work: 3,000 words. Requires a C or better for transfer for AA degree credit. (3 hr. Lecture)

LIT 2120 WORLD LITERATURE AFTER THE RENAISSANCE* (AA)3 CRS.****PREREQUISITE:** ENC 1101

Study of selected world masterpieces from approximately 1600 to the present day. Written work: 3,000 words. Requires a C or better for transfer for AA degree credit. (3 hr. Lecture)

LIT 2950 TRAVEL STUDY: BRITISH LITERATURE (1)* (AA) ...3 CRS.**

Lectures at Cambridge University, England, on one of the following: Shakespeare's Texts I, II or III, Shakespeare's Contemporaries, Romanticism in English Literature, Romantic Poetry, the History of English Drama, Nineteenth-century Novelists, Twentieth-century Novelists and Twentieth-century Poetry. Fulfills the general education requirement for literature. Written work: 3,000 words. Requires a C or better for transfer for AA degree credit. (3 hr. Lecture)

LIT 2951 TRAVEL SEMINAR LITERATURE (2) (AA)6 CRS.

Lectures at Cambridge University, England, on two of the following: Shakespeare's Texts I, II or III, Shakespeare's Contemporaries, Romanticism in English Literature, Romantic Poetry, the History of English Drama, Nineteenth-century Novelists, Twentieth-century Novelists and Twentieth-century Poetry. Fulfills the general education requirement for literature. Written work: 6,000 words. Requires a C or better for transfer for AA degree credit. (6 hr. Lecture)

MAC 1105 COLLEGE ALGEBRA (AA)3 CRS.

PREREQUISITES: A suitable score on the placement test together with two years of high school algebra or a C or higher in MAT 1033

Emphasizes radicals, exponents, complex numbers, linear and quadratic equations and inequalities and absolute value. New topics include exponential and logarithmic properties, functions and equations, relations and functions, graphs of linear, quadratic, exponential and logarithmic functions and systems of equations and inequalities. (3 hr. Lecture)

MAC 1114 TRIGONOMETRY (AA)3 CRS.

PREREQUISITE: MAC 1140 or adequate score on placement test together with two years of high school algebra. Students having a C or better in MAC 1105 and whose programs do NOT require calculus may enroll in MAC 1114.

Topics include trigonometric functions of angles and real numbers, trigonometric identities and equations, solutions of right and oblique triangles with applications, complex numbers and analytic geometry (the conic sections). (3 hr. Lecture)

MAC 1140 PRECALCULUS (AA)3 CRS.

PREREQUISITES: a suitable score on the placement test together with two years of high school algebra or a C or higher in MAC 1105

Topics include relations and functions, systems of equations, matrices, determinants, quadratic equations and inequalities, exponential and logarithmic functions, linear programming, sequences, series, induction and the Binomial Theorem. (3 hr. Lecture)

MAC 2233 SURVEY OF CALCULUS (AA)3 CRS.

PREREQUISITE: MAC 1105 with a C or higher or MAC 1140 preferred Not open to students who have credit in MAC 2311.

Rates of change, derivatives and integration with applications to business are studied. (3 hr. Lecture)

MAC 2311 CALCULUS WITH ANALYTIC GEOMETRY I (AA)4 CRS.

PREREQUISITE: MAC 1140 and MAC 1114 are required, or adequate score on placement test and a course in trigonometry

First of a three-term sequence. Topics included are derivatives and integration of algebraic, trigonometric, exponential and logarithmic function, with applications. (4 hr. Lecture)

MAC 2312 CALCULUS WITH ANALYTIC GEOMETRY II (AA)4 CRS.

PREREQUISITE: MAC 2311 The second of a three-term sequence.

Topics included are techniques of integration, conic sections, polar coordinates, parametric equations, applications and infinite series. (4 hr. Lecture)

MAC 2313 CALCULUS WITH ANALYTIC GEOMETRY III (AA)4 CRS.**PREREQUISITE:** MAC 2312

Third of a three-term sequence. Topics included are solid analytic geometry and vectors in space, partial differentiation, multiple integration and line integrals. (4 hr. Lecture)

MAN 2021 PRINCIPLES OF MANAGEMENT (AS)3 CRS.

Study of principles of management, planning, organizing, staffing and controlling applicable to production, personnel, marketing, finance, government, education, agriculture and armed forces. (3 hr. Lecture)

MAN 2042 SUCCESSFUL TEAM MANAGEMENT AND PROBLEM-RESOLVING TECHNIQUES (AS).....3 CRS.

Managing successful teams by developing strategies and management principles ensuring dynamic, effective teams. Topics include: creating shared purpose and realistic expectations; creating sound team structure; improving communications; interpersonal issues and behaviors; developing improvement methodology, problem-solving tools; and guidelines for choosing appropriate team project. (3 hr. Lecture)

MAN 2522 LEADERSHIP AND CONTINUOUS IMPROVEMENT MANAGEMENT (AS)3 CRS.

Elements of sustained continuous improvement by examining leadership styles and behaviors; employee empowerment; value-added management; and a proven framework for implementation. Total Quality Management (TQM) is presented in a comprehensive manner, stressing principles and practices including excellence, efficiency and effectiveness. (3 hr. Lecture)

MAN 2800 SMALL BUSINESS MANAGEMENT (AS) 3 CRS.

In-depth analysis of principles of starting and managing a small business. Included are business and managerial functions of how to organize, staff, direct and control business areas of sales, production, purchasing, finance and personnel. (3 hr. Lecture)

MAP 2302 DIFFERENTIAL EQUATIONS (AA) 3 CRS.

PREREQUISITE: MAC 2312

Topics include ordinary differential equations, the Laplace transform, differential operators, systems of equations, orthogonal trajectories, electric networks and inverse transforms. (3 hr. Lecture)

MAR 2011 PRINCIPLES OF MARKETING (AS)3 CRS.

Emphasizes planning marketing strategy. Includes: macro role in society and micro role of business; external environments affecting marketing, marketing research; behavioral features of the consumer market and intermediate customers; market segmentation; and developing marketing mix of product, place promotion and price. (3 hr. Lecture)

MAT 0012 BASIC ALGEBRA I (CP).....3 INSTITUTIONAL CRS.

CO-REQUISITE: SLS 1501 for any student who tests into MAT 0012 and any other prep course.

This course prepares students for MAT 0020. It covers pre-algebra concepts. Topics include operations on whole numbers, fractions, decimals, and percent; geometric figures and their measures, operations on real numbers and solving equations. Emphasizes real world applications and integrates algebraic concepts throughout the curriculum. Graded Passing or Not Passing (P or N). (3 hr. Lecture)

MAT 0020 BASIC ALGEBRA II (CP)3 INSTITUTIONAL CRS.

CO-REQUISITE: SLS 1501 for any student who tests into MAT 0020 and any other prep course.

This course prepares students for MAT 1033. It covers algebra and geometry concepts and applications on the real number system; equations and inequalities; operations on polynomials and factoring; an introduction to exponents; an introduction to rational expressions; an introduction to graphs of linear equations; and an introduction to radical expressions. Graded Passing or Not Passing (P or N). (3 hr. Lecture)

MAT 1033 INTERMEDIATE ALGEBRA (AA)3 CRS.

PREREQUISITE: Successful completion of MAT 0020 or one year of high school algebra AND adequate score on placement test

Preparation for MAC 1105. Topics include sets, properties of real numbers, linear equations and inequalities, exponents and radicals, products and factoring, algebraic fractions and quadratic equations. This course does not satisfy Gordon Rule mathematics graduation requirements but is a necessary prerequisite for those courses that do and counts as elective credit. (3 hr. Lecture)

MCB 2010 MICROBIOLOGY (AA)3 CRS.

PREREQUISITE: BSC 1085 OR BSC 1010

Study of microorganisms with emphasis on pathogens. Characteristics, control and genetics of microorganism and defense mechanisms of the host are stressed. (3 hr. Lecture)

MCB 2010L MICROBIOLOGY LABORATORY (AA)1 CR.

CO-REQUISITE: MCB 1000

Laboratory to accompany MCB 1000. (2 hr. Lab)

MGF 1106 LIBERAL ARTS MATHEMATICS (AA).....3 CRS.

PREREQUISITES: MAT 0020 Basic Algebra II OR adequate score on the placement exam and one year of high school algebra.

This course will give students some of the mathematical and computational skills essential for success in the Liberal Arts areas as well as in real-life situations. It will give the Liberal Arts students the essential skills needed in the areas of probability and statistics, sets, logic and geometry, and to prepare them for these areas on the CLAST. (3 hr. Lecture)

MGF 1107 FINITE MATHEMATICS (AA)3 CR.

PREREQUISITE: MAT 1033 or placement score

This course will give students some of the mathematical and computational skills essential for success in the Liberal Arts area as well as in real-life situations. This course will include selected topics from financial mathematics, linear and exponential growth, numbers, and number systems, history of mathematics, number theory, graph theory, and voting techniques.

MGF 1109 RATIO AND PROPORTION (AA)1 CR.

PREREQUISITES: Successful completion of MAT 0020 or one year of high school algebra and passing score on placement test

This module is a study of ratio, proportion and variations, fractions, decimals and percents with application. (1 hr. Lecture)

MGF 1111 GEOMETRY (AA) ..1 CR.

PREREQUISITES: Successful completion of MAT 0020 or one year of high school algebra and passing score on placement test

A study of the relationship of plane and solid figures, distances, areas and volumes and includes measurement and construction. (1 hr. Lecture)

MGF 1112 LOGIC (AA)1 CR.

PREREQUISITES: Successful completion of MAT 0020 or one year of high school algebra and passing score on placement test

Analysis of sentence structure and truth values, includes valid and invalid arguments and methods of proof. (1 hr. Lecture)

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**MGF 1118 CLAST REVIEW
MATHEMATICS SKILLS****(AA) 1 CR.**

This course is designed for students who need an intensive review in college level mathematical skills before they retake the mathematics subtest of CLAST. Algebra, arithmetic, geometry, statistics and logic will be covered. The mathematics objectives included on the CLAST will be emphasized. Required for students needing Mathematics skills remediation for the CLAST. (1 hr. Lab) Graded Passing or Not Passing (P or N).

MKA 1041 PRINCIPLES OF**RETAILING I (AS) 3 CRs.**

Study of techniques of retailing, buying, pricing merchandise and of determining consumer demand. Particular attention given to problems of when and how to buy and sources of supply. The organization and function of major divisions in retail establishments are studied to promote an understanding of the varied responsibilities and activities of buyers. hr. Lecture)

**MKA 1511 ADVERTISING/PUBLIC
RELATIONS (AS)3 CRs.**

This course has been planned for students wanting strong preparation in the field of advertising. Students learn both a practical and theoretical approach to the study of advertising. Includes an overview of the history of advertising, research and planning, creative elements, the planning stage required for successful advertising and the actual execution of an advertising campaign. (3 hr. Lecture)

MKA 2021 SALESMANSHIP**(AS)3 CRs.**

Preparation for entry into sales careers. Topics include buyer characteristics and behavior patterns, prospecting, planning and delivering the presentation, handling objections and closing the sale; dealing with legal, social, ethical and personal responsibilities of the salesperson; and nature and scope of sales management. (3 hr. Lecture)

MKA 2042 PRINCIPLES OF**RETAILING II (AS) 3 CRs.****PREREQUISITE: MKA 1041**

Principles of Retailing I Covers retail product merchandising including basic merchandise knowledge; display; men's, women's and children's inner and outer apparel items; and home goods. (3 hr. Lecture)

**MLO 0090 MICROCOMPUTERS
FOR HEALTH PROFESSIONALS****(VC)..... 0.5 VOC. CR.**

This course introduces the health care worker to personal computer hardware and software with an emphasis on hands-on and common business applications including spreadsheet and word processing. (12 contact hours)

MMC 1000 SURVEY OF**COMMUNICATIONS (AA).....3 CRs.**

Surveys the development of communications media including present problems facing the press. Special emphasis on newspapers, radio and television, requirements, opportunities and responsibilities to the public. This course is required for journalism majors. (3 hr. Lecture)

**MMC 1100 BASIC NEWS WRITING
FOR MASS MEDIA (AA)3 CRs.****PREREQUISITE: Ability to type at least 40 words per minute.**

Fundamentals of news-evaluation, interviewing procedures, information gathering, news writing and news editing including writing leads, organizing a story and use of quotes and attributions are covered. Libel laws and ethics of journalism are covered. Required for journalism majors. (3 hr. Lecture)

MMC 1949C MASS MEDIA**INTERNSHIP I (AA)3 CRs.**

Coordinated work-study program reinforcing educational and professional growth through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job communications assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor. (1 hr. Lecture, 10-hr. Lab)

MMC 2949C MASS MEDIA**INTERNSHIP II (AA) 3 CRs.**

Continuation of MMC 1949C. (1 hr. Lecture, 10 hr. Lab)

MNA 2100 HUMAN RELATIONS**(AS)3 CRs.**

Explores objectives in human relations and develops techniques for accomplishing these objectives. Topics include: motivation, morale, productivity, organization, communications, work and incentives, leadership and executives and their roles. (3 hr. Lecture)

**MNA 2303 INTRODUCTION TO
PUBLIC PERSONNEL****MANAGEMENT (AS)3 CRs.****PREREQUISITE: POS 2112 or permission of instructor**

Concentrates on the major issues facing the manager of public employees including selection and promotional process, performance appraisal systems, labor relations, employee rights and concerns of public sector employment. (3 hr. Lecture)

MNA 2345 PRINCIPLES OF**SUPERVISION (AS)3 CRs.**

Overview of the first level of management dealing primarily with the management of people. The focus is on supervisory processes: examining functions of planning, organizing, staffing, directing, controlling and their relationships to daily responsibilities of the supervisor. (3 hr. Lecture)

MTB 1103 BUSINESS**MATHEMATICS I (AS)3 CRs.**

Information and applications in business situations involving bank and sales records, business percentages, financial charges, payrolls and taxes, statistics and computers, financial statements, insurance, bonds, compound interest and present value, stocks and annuities. (3 hr. Lecture)

MTB 1104 BUSINESS**MATHEMATICS II (AS)3 CRs.****PREREQUISITE: MTB 1103**

Information and applications in business situations involving more advanced topics in accounting analysis, corporate finance, statistics, and business analysis. (3 hr. Lecture)

MST 0211 ANATOMY AND**PHYSIOLOGY (VC)1 VOC. CR.**

Introduction to gross concepts of anatomy and physiology which will be useful to persons working with medical records or in the physician's office. This course should be taken before Medical Terminology. (30 contact hours)

**MUC 2301 INTRODUCTION TO
ELECTRONIC MUSIC I****(AA)3 CRs.**

Introduction to basic hardware components (tape recorder, mixer, synthesizer, computer) and functions in electronic music. (3 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

MUC 2302 INTRODUCTION TO ELECTRONIC MUSIC II**(AA)3 CRS.***CO- or PREREQUISITE: MUC 2301 or permission of instructor*

Continuation of MUC 2301. Includes techniques of sound mixing, sequencing and sampling. (3 hr. Lecture)

MUE 2440 STRING TECHNIQUES**(AA)1 CR.**

Basic instruction in string instruments. (It is recommended that music education majors have instruction in one of the following: a) violin; b) viola; c) cello; d) string bass). (2 hr. Lab)

MUE 2450 WOODWIND**TECHNIQUES (AA)1 CR.**

Basic class instruction in woodwind instruments. (It is recommended that music education majors have instruction in one of the following: a) clarinet; b) flute; c) saxophone). (2 hr. Lab)

MUE 2460 BRASS TECHNIQUES**(AA)1 CR.**

Basic class instruction in brass instruments. (It is recommended that music education majors have instruction in one of the following: a) trumpet; b) french horn; c) trombone; d) tuba). (2 hr. Lab)

MUE 2470 PERCUSSION**TECHNIQUES (AA)1 CR.**

It is recommended that music education majors have instruction in the basic percussion instruments. (2 hr. Lab)

MUH 2018 HISTORY AND APPRECIATION OF JAZZ**(AA)3 CRS.**

Jazz is studied from its inception around 1900 to the present. All forms and styles of jazz, along with important exponents of each style, will be covered. Includes principles in how to listen to jazz. (3 hr. Lecture)

MUL 1010 MUSIC APPRECIATION***** (AA)3 CRS.**

Survey of historical periods of music development including styles, forms and composers and their works. Provides a basis for intelligent listening and to develop a thorough understanding of music. The course offers credit in general education for all majors. Requires a C or better for transfer for AA degree credit. Written work: 2,000 words. (3 hr. Lecture)

MUL 1955 APPRECIATION OF MUSIC (FOREIGN STUDY)**(AA)3 CRS.**

Survey of historical periods of cultural development including music styles, forms, composers and their works. Provides a basis for intelligent listening and to develop a thorough understanding of music by hearing live performances and observing the musical and cultural life of foreign countries. Examinations and written reports are required based on observations and listening experiences witnessed abroad. May be substituted for MUL 1010. A special fee is charged. (3 hr. Lecture)

MUM 2031 POP VOCAL STYLE**(AA)1 CR.***PREREQUISITE: MUT 1111 or equivalent*

Study of vocal styles of jazz and popular music including analyses of the singing of outstanding vocal stylists and methods; technical development in this idiom. (2 hr. Lab)

MUN 1021R ELECTRONIC MUSIC ENSEMBLE * (AA)1 CR.

PREREQUISITES: 1) MUT 1112 [Theory 2] or equivalent; 2) MUC 2301 [Electronic Music or equivalent]; 3) Permission from instructor; 4) Owning a synthesizer is recommended; 5) MUT 1351 [Arranging I] is recommended.

CO-REQUISITES: 1) MVK 2121A [Class Piano II] or equivalent; 2) MVK 1311 [Applied Piano-Freshman] or equivalent

A multi-keyboard ensemble utilizing electronic and various styles of popular music and original compositions. (2 hr. Lab)

MUN 1120R CONCERT BAND***(AA)1 CR.**

Any qualified student who enjoys the study and performances of standard concert band literature is eligible to enroll for credit or audit. Some band instruments are available for student use. (2 hr. Lab)

MUN 1210R CONCERT**ORCHESTRA* (AA)1 CR.**

Provides opportunity for experience in playing orchestral literature. All qualified students are eligible to enroll for credit or audit with permission of the department. By cooperative agreement with Palm Beach Atlantic College. (3 hr. Lab)

MUN 1310R CONCERT CHORUS***(AA)1 CR.**

Membership is open to students and singers of all levels. Students participate in the study and performance of choral music including classical and contemporary literature. Students may enroll for credit or audit. (3 hr. Lab)

MUN 1410R STRING ENSEMBLE***(AA)1 CR.***PREREQUISITE: Audition or permission*

Study and performance of literature for string ensembles. (2 hr. Lab)

MUN 1420R WOODWIND ENSEMBLE* (AA)1 CR.

Open to qualified instrumentalists and offers the opportunity to perform original and transcribed music for woodwind instruments. Music from the classical period through the twentieth century will be studied and performed. (2 hr. Lab)

MUN 1430R BRASS ENSEMBLE***(AA)1 CR.**

Open to qualified instrumentalists and offers the opportunity to perform original and transcribed music for the brass ensemble. Music from the Renaissance through the twentieth century will be studied and performed. (2 hr. Lab)

MUN 1440R PERCUSSION ENSEMBLE* (AA)1 CR.

Open to qualified instrumentalists, and offers the opportunity to perform original and transcribed music for the percussion ensemble. Music from the Renaissance through the twentieth century will be studied and performed. (2 hr. Lab)

MUN 1480R GUITAR ENSEMBLE***(AA)1 CR.**

Opportunity to play in guitar ensembles from duets to octets. Music taken from classical and jazz literature. Members are selected by audition. (2 hr. Lab)

MUN 1710R JAZZ ENSEMBLE***(AA)1 CR.**

Provides opportunities to become acquainted with the techniques and styles of contemporary popular music and jazz. Various sections include jazz trombone ensemble, jazz guitar ensemble, jazz combos, jazz band and big band. Members are selected by audition. (2 hr. Lab)

MUN 1720R TROUBADOURS**(AA)1 CR.**

This select ensemble provides vocal performers with instrumentalists with opportunities to perform jazz, pop, and contemporary music for the college, civic organizations and at area high schools. Members are selected by audition. (1 hr. Lecture, 3 hr. Lab)

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**MUN 2340 CHAMBER SINGERS*
(AA)1 CR.**

PREREQUISITE: Membership by audition or instructor's permission

Study and performance of sacred and secular chamber music of the sixteenth and seventeenth centuries and of contemporary works suitable for a small group of singers. (2 hr. Lab)

**MUN 2510R PIANO VOCAL/
INSTRUMENTAL
ACCOMPANYING * (AA)..... 1 CR.**

PREREQUISITE: MVK 1311 (two semesters) or approval of piano faculty;
CO-REQUISITE: MVK 2321

Accompanying vocal and instrumental students in rehearsal and performance. (2 hr. Lab)

**MUT 1001 FUNDAMENTALS OF
MUSIC (AA)3 CRS.**

Basic foundations of music including notation, scales, key signatures, triads, major and minor keys, intervals, rhythm, keyboard orientation. Preparatory course to MUT 1111 and MUT 1241. (3 hr. Lecture)

**MUS 1010 RECITAL SEMINAR
(AA) 0 CR.**

Music majors meet together one hour a week each semester to attend lectures, workshops, film showings, artists' performances and student recitals. The seminar programs are planned to supplement the required music curriculum. Attendance and participation are a requirement of students enrolled in applied music courses. (1 hr. Lecture)

**MUT 1111 MUSIC THEORY I
(AA)3 CRS.**

CO-REQUISITE: MUT 1241

Begins with a short review of the basic foundations of music offered in MUT 1001. It continues with harmonic practices in four-part writing, including primary chords in first and second inversion and cadences. University parallel course for students majoring in music. (3 hr. Lecture)

**MUT 1112 MUSIC THEORY II
(AA)3 CRS.**

PREREQUISITE: MUT 1111 or equivalent.
CO-REQUISITE: MUT 1242

Continuation of MUT 1111, Music Theory I and includes secondary chords, harmonization of melodies, uses and practices of figured bass, proper usage of non-chord tones and diatonic seventh chords. (3 hr. Lecture)

**MUT 1241 EAR TRAINING & SIGHT
SINGING I (AA)1 CR.**

CO-REQUISITE: MUT 1111 or equivalent

Includes aural dictation and provides a practical approach to sight-singing techniques including pitch and rhythmic reading with emphasis on diatonic materials. (2 hr. Lab)

**MUT 1242 EAR TRAINING AND
SIGHT SINGING II (AA)1 CR.**

PREREQUISITE: MUT 1241.
CO-REQUISITE: MUT 1112

Continuation of MUT 1241. (2 hr. Lab)

**MUT 1351 JAZZ ARRANGING I
(AA) 3 CRS.**

PREREQUISITE: MUT 1112 or permission of instructor

Study of arranging music in popular and jazz styles. Topics include chord symbols, notation, voicing, rhythm section, transposition and style. Arrangements for various small instrumental combinations will be evaluated in class. (3 hr. Lecture)

**MUT 1352 JAZZ ARRANGING II
(AA) 3 CRS.**

PREREQUISITE: MUT 1351 or equivalent

Continuation of MUT 1351. (3 hr. Lecture)

**MUT 2116 MUSIC THEORY III
(AA)3 CRS.**

PREREQUISITE: MUT 1112 or equivalent.
CO-REQUISITE: MUT 2246

Continuation of MUT 1112 Music Theory II. Introduces chromatic vocabulary of Common Practice Period with use of Secondary Dominant Chords, Secondary Diminished Seventh Chords and Augmented Sixth Chords, Neapolitan Sixth Chords, Modal Change and Modulation. (3 hr. Lecture)

**MUT 2117 MUSIC THEORY IV
(AA)3 CRS.**

PREREQUISITE: MUT 2116 or equivalent;
CO-REQUISITE: MUT 2247

Continuation of MUT 2116, Music Theory III. Introduces extended tertian harmony and non-tertian harmony, post-common practice harmony, twelve-tone serialism and major forms. (3 hr. Lecture)

**MUT 2246 EAR TRAINING & SIGHT
SINGING III (AA)1 CR.**

PREREQUISITE: MUT 1242;
CO-REQUISITE: MUT 2116

Includes aural dictation and a practical approach to sight-singing techniques including pitch and rhythmic reading with emphasis on chromatic materials. (2 hr. Lab)

**MUT 2247 EAR TRAINING & SIGHT
SINGING IV (AA) 1 CR.**

PREREQUISITE: MUT 2246;
CO-REQUISITE: MUT 2117

Continuation of MUT 2246. (2 hr. Lab)

**MUT 2641 INSTRUMENTAL
IMPROVISATION (AA) 1 CR.**

PREREQUISITE: MUT 1001 or permission of instructor

Laboratory session involving application of scales, chords and melody to musical phrasing and expression in jazz. (2 hr. Lab)

**MUSIC-APPLIED-PRIVATE
INSTRUCTION (AA) (FRESHMAN/
SOPHOMORE).....1 CR.**

Applied private lessons are for one hour in the fall and winter terms and numbered in the 1300 series. Private lessons are for one hour in the spring and summer terms and numbered in the 1200 series. The letter "R" will be added to the common course number for each applied music course indicating that the course is repeatable for credit, such as:

BRASSES

MVB1311	Trumpet (AA)
MVB1312	Horn (AA)
MVB1313	Trombone (AA)
MVB1314	Baritone Horn (AA)
MVB1315	Tuba (AA)

KEYBOARD

MVK1311	Piano (AA)
MVK1313	Organ (AA)
MVK1314	Jazz Piano (AA)

Percussion

MVP1311	Percussion (AA)
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STRINGS

MVS1311	Violin (AA)
MVS1312	Viola (AA)
MVS1313	Cello (AA)
MVS1314	String Bass (AA)
MVS1315	Harp (AA)
MVS1316	Classical Guitar (AA)
MVS1317	Bass Guitar (AA)
MVS1318	Jazz Guitar (AA)

VOICE

MWV1311	Voice (AA)
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WOODWINDS

MWW1311R	Flute (AA)
MWW1312R	Oboe (AA)
MWW1313R	Clarinet (AA)
MWW1314R	Bassoon (AA)
MWW1315R	Saxophone (AA)

CHAPTER 9 - COURSE DESCRIPTIONS

SOPHOMORE LEVEL

BRASSES

MVB2321R	Trumpet (AA)
MVB2322R	Horn (AA)
MVB2323R	Trombone (AA)
MVB2324R	Baritone Horn (AA)
MVB2325R	Tuba (AA)

KEYBOARD

MVK2321R	Piano (AA)
MVK2323R	Organ (AA)
MVK2324R	Jazz Piano (AA)

PERCUSSION

MVP2321R	Percussion (AA)
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STRINGS

MVS2321R	Violin (AA)
MVS2322R	Viola (AA)
MVS2323R	Cello (AA)
MVS2324R	String Bass (AA)
MVS2325R	Harp (AA)
MVS2326R	Classical Guitar (AA)
MVS2327R	Bass Guitar (AA)
MVS2328R	Jazz Guitar (AA)

VOICE

MVV2321R	Voice (AA)
Woodwinds	
MVW2321R	Flute (AA)
MVW2322R	Oboe (AA)
MVW2323R	Clarinet (AA)
MVW2324R	Bassoon (AA)
MVW2325R	Saxophone (AA)

MVB 1211/2221 APPLIED TRUMPET * (FRESHMAN/SOPHOMORE) (AA)1 CR.

PREREQUISITE: Music major or with special permission.

Private trumpet instruction, given during the Summer A and Summer B semester. Instruction is for sixty minutes each week, and will be arranged by the instructor. (1 hr. Lab)

MVJ 1213R/2223R APPLIED JAZZ GUITAR*, SECONDARY INSTRUMENT, FIRST YEAR/SECOND YEAR (AA)1 CR.

PREREQUISITE 1213R: Acceptance in the core curriculum for Music majors.

PREREQUISITE 2223R: MVS 1218R, or equivalent.

Private jazz guitar instruction, given during the Summer A and Summer B semesters. Instruction is for sixty minutes each week, and will be arranged by the instructor. (1 hr. Lab)

MVK 1111A CLASS INSTRUCTION - PIANO I (AA)1 CR.

Class lessons for beginning piano students. Instruction includes elementary technical exercises for developing keyboard facility and music reading. (2 hr. Lab)

MVK 1111B CLASS INSTRUCTION - PIANO II (AA)1 CR.

PREREQUISITE: MVK 1111A or equivalent

Continuation of MVK 1111A with attention to intermediate level keyboard literature and developing skills such as reading, technique, harmonization and transposition. (2 hr. Lab)

MVK 1211R/2221R APPLIED PIANO*, SECONDARY INSTRUMENT, FIRST & SECOND YEAR (AA).....1 CR.

PREREQUISITE for 1211R: An acceptable level, to be determined by an audition; and acceptance in the core curriculum for Music majors

PREREQUISITE for 2221R: MVK 1211R First & second year private piano instruction, given during the Summer A and Summer B semesters.

Instruction is for sixty minutes each week, and will be arranged by the instructor. (1 hr. Lab)

MVK 1210/MVJ 2220R APPLIED JAZZ PIANO*, SECONDARY INSTRUMENT, FIRST YEAR/SECOND YEAR (AA)1 CR.

PREREQUISITE for 1214R: An acceptable performance level, to be determined by an audition; and acceptance in the core curriculum for Music majors)
PREREQUISITE for MVJ 2220R: MVK 1214R, or an acceptable performance level, to be determined by an audition; and acceptance in the core curriculum for Music majors.

Private jazz piano instruction, given during the Summer A and Summer B semesters. Instruction is for sixty minutes each week, and will be arranged by the instructor. Instruction is directed to individual problems and needs. (1 hr. Lab)

MVK 2121 CLASS INSTRUCTION - PIANO III (AA)1 CR.

PREREQUISITE: MVK 1111B or equivalent

This course is a continuation of MVK 1111B, where keyboard skills are further developed. Attention is given to sight reading, technique, harmonizing, improvising and transposing of the intermediate and advanced levels. (2 hr. Lab)

MVK 2122 CLASS INSTRUCTION - PIANO IV (AA)1 CR.

PREREQUISITE: MVK 2121A or equivalent

This course is a continuation of MVK 2121 with special consideration given to preparing the student for the Upper Division Piano Proficiency Examination. (2 hr. Lab)

MVS 1116A CLASS INSTRUCTION - GUITAR I (AA)1 CR.

Class lessons for beginning students. Instruction includes elementary technical exercises, fundamental chords, chord progression, playing folk music, simple accompaniments and music reading. Students must furnish their own instruments. (2 hr. Lab)

MVS 1116B CLASS INSTRUCTION - GUITAR II (AA)1 CR.

Designed for the student who has an elementary playing facility on the guitar. Instruction is given in playing of chords, scales, arpeggios, solos, sight reading and ensemble playing. Students must furnish their own instruments. (2 hr. Lab)

MVS 1216/2226R APPLIED GUITAR (FRESHMAN/SOPHOMORE) (AA)1 CR.

PREREQUISITE: Acceptance in the core curriculum for Music Majors or with special permission

Private classical guitar instruction, given during the Summer A and Summer B semester. Instruction is for sixty minutes each week, and will be arranged by the instructor. (1 hr. Lab)

MVV 1111A CLASS INSTRUCTION - VOICE I (AA)1 CR.

Beginning vocal instruction given in a small group setting. This course is designed for both the beginning singer and the experienced singer who has not had private vocal instruction. Instruction includes posture and breathing, tone production, range expansion, diction, learning music and performance skills. (2 hr. Lab)

MVV 1111B CLASS INSTRUCTION - VOICE II (AA)1 CR.

PREREQUISITE: MVV 1111A or equivalent

Continuation of MVV 1111A. (2 hr. Lab)

CHAPTER 9 - COURSE DESCRIPTIONS

**MVV 1211/2221R APPLIED VOICE*
(FRESHMAN/SOPHOMORE)
(AA)..... 1 CR.**

Private vocal instruction, given during the Summer A and Summer B semesters, with emphasis on posture, breathing, tone quality, vowel pronunciation, consonant articulation, register melding, range expansion, music reading, dramatic interpretation and performance practices. Includes study of standard art-song repertoire, in English, Italian, German and French (usually in that order). Instruction is for sixty minutes each week, and will be arranged by the instructor. (1 hr. Lab)

**MVV 1211/2221R APPLIED FLUTE*
(FRESHMAN/SOPHOMORE)
(AA)..... 1 CR.**

PREREQUISITE: Music major or with special permission

Private flute instruction, given during the Summer A and Summer B semester. Instruction is for sixty minutes each week, and will be arranged by the instructor. (1 hr. Lab)

**NUR 1023 NURSING I
(AS).....4 CRS.**

PREREQUISITES: CHM 101S, Procalc 80% competency, BSC 108S, BSC 108SL, HSC 1000/1000L, HSC 1004 (or NUR 2130) & Admission to the Nursing Program;
CO-REQUISITES: MCB 2010/2010L & BSC 1086/1086L

Introduces nursing as a holistic profession which cares for one's self and others across the life-span. Wellness is emphasized as the ultimate goal of individuals and is explored via Imogene King's "Theory of Goal Attainment." A variety of "tools" for providing nursing care are explored as methods to maintain and restore individuals to wellness. These include: the nursing process; professional responsibilities; principles of teaching/learning, nutrition, pharmacology, communications, growth/development and cultural diversity; and, the five (5) concepts for organizing thinking. Learning environments are developed by the faculty for maximizing student learning styles. Students are active participants with the faculty acting as the facilitator. (4 hr. Lecture)

**NUR 1023L NURSING I SKILLS LAB
(AS).....1 CR.**

This course may be taken independently, but MUST BE TAKEN CONCURRENTLY WITH NUR 1023 and NUR 1023L in the PBCC Nursing Program sequence.

This course introduces basic patient care skills that are utilized or delegated by the nurse to implement the nursing process. Students learn and practice skills in a supportive and supervised environment on the college campus. Includes 1 hr./week of "Wellness Circle" for the development of problem-solving skills. (3 hr. Lab)

**NUR 1023L NURSING I CLINICAL
(AS).....3 CRS.**

PREREQUISITES: CHM 101S, Procalc 80% proficiency, BSC 108S/108SL, HSC 1000 & HSC 1004 or NUR 2130

This course will integrate content from the classroom learning activities and the skills lab to provide students with learning experiences in the clinical setting. Students will care for selected patients with the guidance from a clinical instructor in a variety of clinical areas (9 hr. Lab)

**NUR 1144 INTRODUCTION TO
PHARMACOTHERAPEUTICS
(AS).....2 CRS.**

PREREQUISITES: CHM 101S, Procalc 80% proficiency, BSC 108S/108SL, HSC 1000, HSC 1000L, HSC 1004 or NUR 2130 and NUR 1023

This course introduces the beginning level nursing student to the concept of pharmacotherapeutics. The major drug classifications will be addressed and related to the nursing process and the five concepts for organizing thinking (2 hr. Lecture)

**NUR 1212 NURSING II
(AS).....7 CRS.**

PREREQUISITES: MCB 2010/2010L, BSC 1086/1086L, NUR 1023 & 1023L, NUR 1024L; NUR 1144.
CO-REQUISITES: NUR 1212L & 1213L; HLP 1083

Using the concepts of oxygenation, cellular integrity, regulation, perception/sensory/cognition, and mobility, the theories of holism and Goal Attainment will be applied to common reoccurring health alterations of individuals and families across the life-span. The focus is upon the use (application) of the concepts to assist individuals to meet their goals. A variety of practice settings will be explored as potential interfaces with the nurse. (7 hr. Lecture)

**NUR 1212L NURSING II CLINICAL
(AS).....4 CRS.**

PREREQUISITES: MCB 2010/2010L, BSC 1086/1086L, NUR 1023, 1023L, NUR 1024L;
CO-REQUISITES: NUR 1212, NUR 1213L, HUN 1201, HLP 1083

Using the concepts of oxygenation, cellular integrity, regulation, perception/sensory/cognition and mobility, the theories of holism and Goal Attainment will be applied to the nursing care of patients across the life-span with common re-occurring health alterations. Clinicals will occur with well childbearing families, pediatric, adult and geriatric patients in a variety of environments; acute and extended care facilities, out-patient and birthing centers, health department and migrant clinics. (12 hr. Lab)

**NUR 1213L NURSING II SKILLS
LAB (AS).....1 CR.**

This course may be taken independently, but MUST BE TAKEN CONCURRENTLY WITH NUR 1212 in the PBCC Nursing Program sequence.

This course introduces complex patient care skills that are utilized by the nurse to implement the nursing process. Students learn and practice skills in a supportive and supervised environment on the college campus. Includes 1 hr./week of "Wellness Circle" for the development of problem-solving skills. (3 hr. Lab)

**NUR 1274 ER/TRAUMA NURSING
(ATC).....6 CRS.**

PREREQUISITES: Current RN license, current ACLS certification and basic EKG course [EKG for ACLS does not meet this prerequisite]

This course is designed for those Registered Nurses who currently have successfully completed a basic EKG course and ACLS. The program will provide information on the broad scope of practice endemic to emergency nursing. The pathophysiology of injuries and medical emergencies will be reviewed. Rapid and systematic assessment tools and interventions utilized in emergency nursing care will be introduced. (5 hr. Lecture, 1 hr. Lab).

**NUR 2000L INTRODUCTION TO
PROFESSIONAL NURSING
(AS).....1 CR.**

PREREQUISITE: LPN; Transitional Students
CO-REQUISITE: This course must be taken one semester prior to entering the nursing program.

This course is designed as a transitional course for the LPN who is becoming a professional nurse, and encompasses the areas of role definition and providing/managing care of individuals utilizing goal attainment to reach an optimum state of health. (3 hr. Lab)

CHAPTER 9 - COURSE DESCRIPTIONS

NUR 2041 NURSING AMONG THE GUATEMALAN CULTURE (AS)1 CR.

This course will introduce the student to the primary health care delivery in the developing country of Guatemala. It will provide opportunities to gain an understanding of the social, political and economic issues while gaining an increased cultural awareness and sensitivity. (1 hr. Lecture)

NUR 2041L CLINICAL OUTREACH IN GUATEMALA (AS)2 CRS.

PREREQUISITE: Must have completed the first course in a Professional Allied Health course sequence or be a licensed Allied Health Professional;

CO-REQUISITE: Completion of "Nursing Among the Guatemalan Culture."

Through participation in rural primary health care, the individual will be introduced to the social, economic, political and health care issues of Guatemala. Included will be issues of cultural diversity, utilization of the "keys to primary health," identification and monitoring of common tropical and recurring health problems as seen in a tent clinic in Salama, Guatemala. (2 hr. Lab)

NUR 2091 ADVANCED PRINCIPLES OF I.V. THERAPY (ATC)1 CR.

This course is designed for the RN who has a working knowledge of the fundamentals of I.V. therapy. Care of patients with a variety of long and short term central venous catheters will be discussed. Different types of catheters, along with their care, similarities and differences will be included. Hyperalimentation therapy will be addressed as an alternative method of providing for the nutritional needs of the adult. The course includes a theoretical component and a simulated clinical practice. (1 hr. Lecture)

NUR 2130 HUMAN GROWTH AND DEVELOPMENT (AS)3 CRS.

This course is designed to introduce the student to the principles and processes of normal human growth and development. The student will understand and apply these concepts to specific age groupings, from conception through death. Health care implications and adaptations will be integrated with course content. Biological, psychosocial and societal biopsychosocial forces will be studied in relation to their effects on the range of normal human behaviors. Effective communication techniques will be studied, with emphasis on the use of therapeutic skills (3 hr. Lecture)

NUR 2140 PHARMACOLOGY/PHARMACOTHERAPEUTICS AFFECTING THE CARDIOVASCULAR AND THE RESPIRATORY SYSTEMS (CT)1 CR.

This course is designed to provide the student with the concepts of pharmacology and pharmacotherapeutics in relation to classification, and physiological effects of the cardiovascular and respiratory systems, including nursing implications and client/patient education (1 hr. Lecture)

NUR 2141 PHARMACOLOGY/PHARMACOTHERAPEUTICS AFFECTING THE NEUROLOGICAL AND ENDOCRINE SYSTEMS (ATC)1 CR.

This course is designed to provide the student with the concepts of pharmacology and pharmacotherapeutics in relation to classification, physiological effects of the neurological and endocrine systems, including nursing implications and client/patient education. (1 hr. Lecture)

NUR 2142 PHARMACOLOGY/PHARMACOTHERAPEUTICS AFFECTING THE RENAL, GASTROINTESTINAL AND IMMUNE SYSTEMS; ANTIBIOTICS/ANTI-INFECTIVES (ATC)1 CR.

This course is designed to provide the student with the concepts of pharmacology and pharmacotherapeutics in relation to classification and physiological affects of the renal, gastrointestinal, and immune systems, including antibiotics/anti-infectives. Nursing implications and client/patient education will be included. (1 hr. Lecture)

NUR 2144 PHARMACOTHERAPEUTICS OF THE CRITICALLY ILL ADULT (ATC)2 CR.

This course provides an in-depth analysis of the actions and interactions of currently used pharmacological interventions for the critically ill patient. Dosing, drug calculations, and application of therapeutic effect will also be included. Case studies will be discussed for titration of hemodynamic altering medications. (2 hrs. Lecture)

NUR 2149 CARDIO-PULMONARY PHARMACOTHERAPEUTICS (ATC)2 CR.

This course is designed to provide the student with the concepts of pharmacology and pharmacotherapeutics in relation to classification, and physiological effects of the cardiovascular and respiratory systems, including nursing implications and client/patient education. (2 hr. Lecture)

NUR 2214C ADULT HEALTH NURSING III (AS)6 CRS.

PREREQUISITES: NUR 1210C, NUR 1211C and HSC 1004;

CO-REQUISITES: NUR 2520C

Building on the prerequisite science and nursing courses, this course is concerned with the nursing care of the patient whose homeostasis has been affected by multisystems dysfunction. The clinical experience is planned to facilitate improvement of technical competency, leadership and effective communication skills. The students will build their knowledge base through the nursing process, and assist the patient with multisystems involvement to achieve optimum health. (4 hr. Lecture, 6 hr. Lab)

NUR 2215 NURSING III (AS)8 CRS.

PREREQUISITES: NUR 1212, NUR 1212L, NUR 1213L, HUN 1201, HLP 1083,

CO-REQUISITE: HLP 1087

Using the concepts of oxygenation, cellular integrity, regulation, perception/sensory/cognition and mobility, the theories of Wholism and Goal Attainment will be differentiated across the life-span related to less common, recurring health alterations. The focus will be on application and analysis of the concepts in assisting individuals to achieve their optimum level of wellness. (8 hr. Lecture)

NUR 2215L NURSING III CLINICAL (AS)4 CRS.

PREREQUISITES: NUR 1212, NUR 1212L, & NUR 1213L

CO-REQUISITES: NUR 2215, SYG 2000, AND HLP 1087.

Using the concepts of oxygenation, cellular integrity, regulation, perception/sensory/cognition and mobility, the theories of Wholism and Goal Attainment will be analyzed and applied to the nursing care of patients across the life-span with less common reoccurring health alterations. Clinicals will occur with childbearing families, pediatric, adult and geriatric patients in a variety of environments, including acute and extended care facilities, rehabilitation units, dialysis and mental health facilities, outpatient centers, health department clinics and visiting nursing setting. (12 hr. Lab)

CHAPTER 9 - COURSE DESCRIPTIONS

NUR 2241 MEDICAL-SURGICAL NURSING (ATC).....6 CRS.

This course provides an up-to-date study of the role of the Registered Nurse caring for the Medical-Surgical patient. Health care management issues will be discussed as they relate to area demographics. A systemic analysis of pathophysiological states will be the primary focus of the course, along with determining a plan of care based on the nursing process. The integration of discussed concepts and interpretation of outcomes will be incorporated through utilization of case studies. Critical thinking and situation analysis will be an essential component of the course. (12 hr. Lab) (8 weeks)

NUR 2252 COMMUNITY HOME/HEALTH NURSING: STANDARDS AND REGULATIONS (ATC)4 CRS.

PREREQUISITES: NUR 2251, *Medical-Surgical Nursing*

This course offers the participant knowledge of the 1) interrelationships of home care with other providers in the health care system, 2) trends in home care, 3) professions that have applicability to home care and the role of the nurse in home care. Applicable payor, state and federal regulations will be covered as they relate to home care agency practice. (4 hrs. Lecture)

NUR 2253 COMMUNITY HOME/HEALTH: CASE MANAGEMENT (ATC)4 CRS.

PREREQUISITES: Community Home Health Nursing Standards and Regulations

This course provides the participant with the knowledge and skill needed to effectively manage patient care in the home care environment. Focus is on care planning to integrate, collaborate, coordinate and advocate for clients and their families requiring home care services. (4 hrs. Lecture)

NUR 2254 COMMUNITY HOME/HEALTH NURSING: DOCUMENTATION (ATC).....4 CRS.

PREREQUISITES: Home Health Nursing Standards and Regulations and Home Health Case Management

With the current health care environment, documentation is playing a key role in the future movement towards outcomes based care. Outcomes measurement provides a mechanism by which the client's progress can be measured across the time continuum. This course will provide the participant with the knowledge and skills needed to effectively: 1) Utilize standardized measurement tools, 2) Document interventions, 3) Establish patient specific outcomes, 4) Evaluate patient progress towards desired outcomes. (4 hrs. Lecture)

NUR 2281C THE GERIATRIC CLIENT IN THE COMMUNITY (ATC)3 CRS.

This course focuses on the developmental and physiological changes which occur with aging. Incorporated will be legal, ethical, cultural, economic and social issues. Clinical experiences are arranged in the community, long term/extended care facilities which emphasize assessment and case management skills (1 hr. Lecture, 6 hr. Lab)

NUR 2291 CRITICAL CARE NURSING (ATC).....6 CRS.

PREREQUISITE: Basic EKG course

Designed for practicing registered nurses interested in developing new skills in the management of critically ill patients. The approach is unique and stresses nursing process and nursing management along with pathophysiology. (6 hr. Lecture)

NUR 2292 ONCOLOGY NURSING (ATC)3 CRS.

PREREQUISITE: Participants should currently be caring for patients with cancer and be interested in a comprehensive cancer learning experience.

This course is based on the Oncology Nursing Society's Standards of Care. It will cover disease entities and treatment modalities as they relate to cancer nursing practice. (3 hr. Lecture)

NUR 2293C PERIOPERATIVE NURSING (ATC)6 CRS.

PREREQUISITES: 1) RN licenses in Florida; 2) minimum of 6 months medical/surgical nursing; 3) employed by city or has agreement with operating room to act as preceptor; 4) current CPR certification; 5) student liability and accident insurance.

Prepares registered nurses for beginning level employment as staff nurses in the operating room. (4 hr. Lecture, 6 hr. Lab)

NUR 2294 CORONARY CARE NURSING (ATC).....6 CRS.

PREREQUISITES: An LPN, paramedic or RN and have successfully completed a 20- (or more) hour Basic EKG course and have a functional knowledge of rhythm interpretation

Involves pathophysiology, electrocardiography and nursing care of the patient with acute and chronic coronary heart disease. (6 hr. Lecture)

NUR 2296 CLINICAL INTEGRATION OF ADVANCED CONCEPTS OF ARRHYTHMIA INTERPRETATION (ATC)2 CRS.

PREREQUISITE: Basic EKG course and 12 Lead course

This course of study is designed for health care providers who have successfully completed a Basic EKG course and a 12 Lead course. This class will incorporate the data bases from these previous courses as well as introduce additional (more advanced) concepts of arrhythmia interpretation. Physical assessment of arrhythmia will be stressed and a case presentation format consistently utilized (2 hr. Lecture)

NUR 2297 CLINICAL INTEGRATION OF BASIC ELECTROCARDIOGRAPHY FOR NURSES (ATC)3 CRS.

This course prepares participants to interpret EKG rhythm strips. The class time is divided between lecture and strip reading. Medical and nursing interventions related to EKG rhythm interpretation are discussed. Clinical integration of basic electrocardiographic principles through utilization of case study format will be consistently emphasized. (3 hrs. Lecture)

NUR 2299 PEDIATRIC INTENSIVE CARE NURSING (ATC) 6 CRS.

PREREQUISITES: Registered Nurse with current Florida License

This course of study is designed for the registered nurse who desires an in-depth knowledge of the critically ill or injured pediatric patient. A systems approach will be presented culminating in the recognition of the pathophysiology, treatment modalities, and psychosocial interventions for the child and his/her caregivers. The participant will be trained in the rationale for, and the management of, invasive monitoring, ventilatory management, lab value interpretations and Pediatric Advanced Life Support. (6 hrs. Lecture)

NUR 2310C CHILD HEALTH NURSING (AS)6 CRS.

PREREQUISITES: NUR 2214C and NUR 2520C; CO-REQUISITE: NUR 2421C

This course includes the problems of the child from infancy through adolescence with emphasis on the role of the nurse in the prevention and care of common diseases encountered in this age group. Principles of growth and development are utilized throughout the course. Clinical experience provides opportunity to apply knowledge and skill in the hospital and other local health agencies. (4 hr. Lecture, 6 hr. Lab)

CHAPTER 9 - COURSE DESCRIPTIONS

NUR 2741C NURSING IV (AS).....5 CRS.

PREREQUISITES: NURSING 221S, NURSING 221SL, HLP 1087, and SYG 2000;
CO-REQUISITES: HLP 1088, HUMANITIES

Using the theories of Wholism and Goal Attainment, the concepts of oxygenation, cellular integrity, regulation, perception/sensory/cognition and mobility will be applied across the life-span in the synthesis and evaluation of complex nursing situations in both critical care and community settings. Clinical environments which will be explored include: critical care units (ICU, CCU, NICU, PICU, etc) ambulatory care and homes or home-like settings. Clinical activities will include 5 weeks in a critical care setting and 5 weeks in ambulatory/home care environments. (2 hr. Lecture, 9 hr. Lab)

NUR 2790 REGISTERED NURSE FIRST ASSISTANT (RNFA CLINICAL) (ACT)3 CRS.

PREREQUISITES: 1) RN with a minimum of two years recent perioperative experience in the roles of scrub, circulator or first assisting; 2) CNOR certification; 3) Must be licensed to practice as a registered nurse in the state in which his/her clinical internship will be accomplished; 4) CPR or BLS certified, ACLS preferred; and 5) Must submit two letters of recommendation that validate one's proficiency in the roles of scrubbing, circulating, or first assisting; one's ability to perform effectively in stressful and emergent situations; one's ability to perform effectively and harmoniously as a team member; and one's ability to perform effectively in stressful and emergent situations; one's ability to perform effectively and harmoniously as a team member; and one's ability to perform effectively as a leader.

This course will expand on the basic knowledge of the perioperative nurse. It will emphasize functions and knowledge necessary for the RN First Assistant to acquire so that he/she may be able to assist the surgeon in performing a safe operation with optimal patient outcomes. Pre-operative, intraoperative and post-operative responsibilities of the RNFA will be explained upon using the nursing process. The unique behaviors relating to the RNFA will be explained upon using the nursing process. The unique behaviors relating to the RNFA which include tissue handling, providing exposure using instruments, suturing and providing hemostasis, will be discussed in detail. Manual dexterity and performance of these behaviors will be demonstrated as the background for the clinical component. (3 hr. Lecture)

NUR 2790L REGISTERED NURSE FIRST ASSISTANT (RNFA CLINICAL) (ATC)3 CRS.

PREREQUISITES: 1) Current copy of malpractice insurance policy specific for the RNFA; 2) Current copy of health insurance policy; 3) Current copy of CPR card; 4) Completed Hepatitis form or waiver; and 5) Successful completion of didactic portion of RNFA course;
CO-REQUISITE: RNFA - "C" or better

This course allows for the clinical preparation of the perioperative nurse expanding her/his knowledge and skills into the RNFA role. To be directly supervised during this internship by a college approved surgeon mentor of the student's choice. The student will also be assigned to a member of the faculty who will follow the student's clinical activities. In coordination with the RNFA faculty, the student determines her/his own learning goals/objectives and incorporates them into the clinical internship along with methods to evaluate the progress toward reaching these goals. The student will be considered an RN First Assistant Intern (RNFA) until the minimum of 144 clinical hours have been met. (3 hr. Lab).

NUR 2791 ANTIBIOTIC AND ANTIINFECTIVE THERAPY (ATC)2 CRS.

PREREQUISITE: RN OR LPN

This course is designed to discuss basic concepts of colonization, infection, antibiotic resistance, the role of the immune system in infection prevention and control. Specific microorganisms and drugs of choice for treatment will also be discussed. (2 hrs. Lecture)

NUR 2792 ER/TRAUMA NURSING (ATC)6 CRS.

PREREQUISITE: Current RN License; Current ACLS Certification; Basic EKG course (EKG for ADLS does not meet this prerequisite)

This course is designed for those Registered Nurses who currently have successfully completed a Basic EKG course and ACLS. This program will provide information on the broad scope of practice endemic to emergency nursing. The pathophysiology of injuries and medical emergencies will be reviewed. Rapid and systematic assessment tools and interventions utilized in emergency nursing care will be introduced.

NUR 2793 NURSING PROCESS APPLIED TO BASIC PRINCIPLES OF INTRAVENOUS (IV) THERAPY (ATC)2 CRS.

PREREQUISITES: Current RN License, current BCLS Certification, professional malpractice insurance, Hepatitis-B vaccination or signed waiver and proof of negative TB test (within 6 months)

This course of study is designed to discuss basic principles of intravenous (IV) therapy using the nursing process as a guide to emphasize clinical integration of content. There is a classroom, simulated clinical and clinical practice component included in the curriculum. (1 hr. Lecture, 3 hr. Lab)

NUR 2794 CLINICAL ASSESSMENT OF OXYGENATION AND ACID-BASE STATUS (ATC) ...2 CRS.

This course prepares the participants to interpret and analyze arterial blood reports as they relate to patient presentation seen in the various areas of balance and oxygenation, as well as assessment of associated electrolyte disturbance. Clinical integration through use of case study format will be consistently utilized. (2 hr. Lecture)

NUR 2796 INTEGRATION HEALING TOUCH WITH TECHNOLOGY (AS)1 CR.

This program is a course of study toward a certificate in Healing Touch Therapy which incorporates a variety of basic to advanced healing modalities. The principles and practices of Holistic Nursing which is briefly defined as "the renewing and enhancing of the art of nurturing and caring for the whole person" will be discussed. Holistic health recognizes and integrates the physical, mental, emotional, and spiritual levels of our being. It is a process for peace in living as well as peace for dying. A nurse healer facilitates another person's growth toward wholeness by inspiring another's own inner healer. This fosters an independent rather than a dependent relationship. (1 hr. Lecture)

NUR 2797 CLINICAL INTEGRATION OF MECHANICAL VENTILATION (ATC)2 CR.

This course is designed to overview commonly used modalities of mechanical ventilation. The purpose, initiation, maintenance, weaning, monitoring effectiveness of and termination of mechanical ventilation of the seriously ill adult will be discussed. Measurements and calculations of assessment parameters will be addressed with respect to different pulmonary disease processes. (2 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

NUR 2810 CLINICAL PRECEPTORSHIP IN PERIPHERAL INTRAVENOUS THERAPY (ATC)1 CRS.

Component I: Guided multi-media competency-based individualized instruction.

Component II: One-on-one practicum in clinical setting, average of four (4) hours. Minimum of two, maximum of six. (1 hr. Lab)

NUR 2935 CLINICAL APPLICATIONS OF TWELVE LEAD EKG (ATC)3 CRS.

PREREQUISITE: Basic EKG course

This course is designed to acquaint the participant with basic concepts of 12 lead electrophysiology, with an overall objective to integrate arrhythmia interpretation and specific clinical presentations based on these 12 lead concepts. Areas to be discussed include axis determination, hemiblock, bundle branch block and patterns of injury and/or infarction. Pathophysiology of AV block (i.e., type 1 vs. Type 2 conduction disturbances) will also be discussed. Emphasis will be placed on actual 12 lead interpretation and strip interpretation as well as actual case study analysis (2 hr. Lecture)

NUR 2941L COMMUNITY/HOME HEALTH PRECEPTORSHIP (ATC)3 CRS.

This course is designed to assist the post-graduate associate degree nursing student in identifying the role of a practicing registered nurse in community/home health. (6 hr. Lab)

NUR 2943L CLINICAL PRECEPTORSHIP (AS)4 CRS.

PREREQUISITE: Completion of all nursing courses in the curriculum

This course builds on the knowledge and skills obtained in the nursing curriculum and integrates the curriculum concepts in varied/diverse practice settings. Synthesis of management, organizational culture and interpersonal relationship principles are applied with developing independence in the practice of nursing. It facilitates the students' evaluation of principles and practices of the profession of nursing while assisting in the role transition to a practicing registered nurse. Clinical environments could, but are not limited to: medical/surgical, psychiatric, pediatric, maternity, critical care, home, nursing home and extended or ambulatory care units. Practice will be across the life-span. (12 hr. Lab)

NUR 2944L CRITICAL CARE CLINICAL PRECEPTORSHIP (ATC)2 CRS.

PREREQUISITE: NUR 2291: Critical Care Nursing

This course is designed to provide the professional nurse the opportunity to integrate the information provided in the classroom with the assessment and management of the patient at the bedside and to perform the technical skills studies in the Critical Care Course. (6 hr. Lab)

NUR 2948L CORONARY CARE CLINICAL PRECEPTORSHIP (ATC)2 CRS.

PREREQUISITE: NUR 2294, Coronary Care Nursing

This course is designed to provide the professional nurse the opportunity to integrate the information provided in the classroom with the assessment and management of the cardiac patient at the bedside and to perform the technical skills studies in the Coronary Care Course. (2 hrs. Lab)

NUR 2990 PHYSICAL EXAMINATION AND HISTORY TAKING OF THE ADULT - PART I (ATC)3 CRS.

This course will provide the participant with a systemic approach to a physical examination. Communication techniques for the interviewer will be discussed, with the expected outcome of facilitating a concise, precise and relevant patient history. Major body system normal and abnormal physical findings will be discussed along with related pathophysiological states. (3 hrs. Lecture)

OCA 0401 DATA ENTRY FOR SPREADSHEETS (VC)2 VOC. CRS.

PREREQUISITE: High school diploma or GED, recommended typing ability 20 wpm TABE - 9th Grade Level

This course teaches basic Electronic Spreadsheet (Beginning) and other bookkeeping software. (50 contact hrs.)

OCA 0601 OFFICE PUBLISHING SYSTEMS (VC)1 VOC. CR.

Basics of creating professional documents including flyers, press releases, business presentations, letters and memos. (35 contact hours)

OCE 1001 INTRODUCTION TO OCEANOGRAPHY (AA)3 CRS.

Fundamentals of chemical, biological, physical and geological characteristics of ocean systems. Emphasis on Florida and its unique relationship with its marine environment. (3 hr. Lecture)

OCE 1001L INTRODUCTION TO OCEANOGRAPHY LAB (AA).....1 CR.

A hands-on laboratory experience in physical, chemical, biological, and geographical oceanography. (2 hrs. Lab)

ORH 1010 INTRODUCTION TO HORTICULTURE (AS) 3 CRS.

This course introduces the science and practices underlying occupations in ornamental horticulture. Horticultural biology, factors affecting plant growth and basic cultural practices are emphasized. A broad perspective of the horticultural industry is also provided. (3 hr. Lecture)

ORH 1281 INTRODUCTION TO ORCHIDS AND THEIR CULTURE (AS).....3 CRS.

PREREQUISITE: PLS 2220

Students are provided with an introductory survey of orchid biology and culture along with the taxonomic basis for identifying important genera and species. (3 hr. Lecture)

ORH 1320 INTRODUCTION TO PALMS AND THEIR CULTURE (AS).....3 CRS.

PREREQUISITE: PLS 2220

The uniqueness of palms and their interesting morphology provide the basis for this introductory course. Students are also introduced to the production and culture of palms that are appropriate for south Florida landscape use. (3 hr. Lecture)

ORH 1842 LANDSCAPE CONSTRUCTION (AS)3 CRS.

Basic skills in landscape construction including blueprint reading, landscape layout, installation of plant materials, hardscape construction, drainage systems and landscape lighting. (3 hr. Lecture)

ORH 2220 TURFGRASS CULTURE (AS).....3 CRS.

This course is structured to give students a working knowledge of the cultural requirements of cool and warm season turfgrasses used in the United States, with emphasis on the warm season grasses used in Florida. Morphology, primary and secondary cultural practices, pest management and propagation will be covered. (3 hr. Lecture)

**ORH 2232 ARBORICULTURE
(AS)3 CRS.**

Focuses on planting and care of trees, shrubs and vines emphasizing establishment, fertilization, irrigation and pruning. (3 hr. Lecture)

**ORH 2251 NURSERY
MANAGEMENT (AS)3 CRS.**

Introduction to the nursery industry including business management, nursery organization, marketing, inventory control, cultural practices and pest management. (3 hr. Lecture)

**ORH 2412 PLANT PHYSIOLOGY
(AS)3 CRS.**

Plant Physiology offers students a broad survey of physiological processes and responses of flowering plants to the environment. Water relations, mineral nutrition, photosynthesis, respiration, and growth are emphasized. (3 hr. Lecture)

**ORH 2510 PLANT IDENTIFICATION
I (AS)3 CRS.**

This course focuses on the identification, growth characteristics, culture, and use of subtropical and tropical landscape plants. Materials include trees, shrubs, vines, ground covers and foliage plants. (3 hr. Lecture)

**ORH 2511 PLANT IDENTIFICATION
II (AS)3 CRS.**

This course focuses on the identification, growth characteristics, culture and use of landscape plants. Materials include trees, shrubs, vines and ground covers. Temperate species found in central and northern Florida are emphasized. (3 hr. Lecture)

**ORH 2601 HORTICULTURE SALES
AND SERVICES (AS)3 CRS.**

PREREQUISITES: ORH 1010, BUL 2240, MAE 2011, AND MKA 1041

Management insights provided in business courses are applied to sales and services in the horticulture industry. The merchandising of plant materials and the provision of contractual services that can be offered by various types of horticulture businesses are emphasized. (3 hr. Lecture)

**ORH 2830 INTRODUCTION TO
LANDSCAPE DESIGN (AS) ...3 CRS.**

This introductory course teaches the theory and practice of landscape design. Students will be given a basic understanding of the design process which includes a needs survey, site and project analysis, base plan and design preparation, budgeting and presentation. (3 hr. Lecture)

**ORH 2835 COMPUTER-AIDED
LANDSCAPE DESIGN (AS) ...3 CRS.**

PREREQUISITE: ORH 2830 or consent of instructor

In this course students with introductory design skills are taught the advanced techniques of computer-aided landscape design. Proficiency in generating finished designs, estimating and plotting are emphasized. (3 hr. Lecture)

**ORH 2949C WORK
EXPERIENCE/INTERNSHIP
(AS)3 CRS.**

PREREQUISITE: Student must have completed at least 12 credit hours with a minimum of 2.0 grade point average.

This program combines campus study with directly related work experience in the horticulture field. College credit is given for the learning which occurs as a result of working in the green industry. Students are required to work 15 hours per week in a horticulture position. Learning objectives are developed by the student, industry supervisor and faculty coordinator. Class meetings and personal conferences are held to discuss progress and resolve problems encountered in the work environment. (1 hr. Lecture, 15 hr. Lab)

**ORI 2000 ORAL INTERPRETATION
OF LITERATURE (AA)3 CRS.**

Basic principles of oral interpretation as applied to interpretation of prose, drama, and poetry. Teaches the art of communicating to an audience works of literary art in their intellectual, emotional, and aesthetic entirety. Using classical and contemporary literature, students learn how to select, evaluate, analyze, prepare, and present material. Reader's Theater and individual interpretation are studied. Recitals to which other students and guests may be invited are an important part of this course. (3 hr. Lecture)

**OST 1100C BEGINNING
KEYBOARDING (AS)3 CRS.**

Covers keyboard, vertical and horizontal centering, memoranda, personal and business letters, envelopes, tabulation, outlines, reports and manuscripts with footnotes and endnotes. (1 hr. Lecture, 4 hr. Lab)

**OST 1110C INTERMEDIATE
KEYBOARDING (AS)3 CRS.**

PREREQUISITE: OST 1100C

Covers business letters with special features, interoffice memos, agendas, news releases, minutes, reports, letters of application, resumes, tabulation and financial statements (1 hr. Lecture, 4 hr. Lab)

**OST 1141 KEYBOARDING FOR
MICROCOMPUTER (AS)1 CR.**

Teaches "touch" level skills for alphanumeric keys with appropriate control. A minimum of 21 words a minute is required. (2 hr. Lab)

**OST 1211C SHORTHAND I
(AS)3 CRS.**

CO- or PREREQUISITE: OST 1100C or the successful completion of a previous typing course

Basic principles of Gregg Shorthand Theory and Practice are offered. A dictation skill of 50 to 70 words a minute is developed. (1 hr. Lecture, 4 hr. Lab)

**OST 1272 SHORTHAND II
(AS)1 CR.**

PREREQUISITES: OST 1211C or equivalent & OST 1100C or equivalent

For those with basic stenographic training and who need to increase their speed to achieve personal, professional or occupational goals. (1 hr. Lecture)

**OST 1332 BUSINESS
PRESENTATIONS (AS)3 CRS.**

PREREQUISITES: ENC 1101, OST 2335 and word processing skills; or permission of the instructor

This course is an introduction to principles and techniques necessary to make effective business presentations. Students receive hands-on experience using multimedia technology in developing and delivering presentations. Students develop poise and confidence by participating in a wide range of communication activities. Required work includes a writing component of at least 2,000 words. (3 hr. Lecture)

**OST 1810 INTRODUCTION TO
DESKTOP PUBLISHING
(AS)1 CR.**

PREREQUISITES: Beginning keyboarding and skill in using graphical user interface and word processing software

This course is designed to give the students an introduction to the basics of producing typeset quality publications using a popular desktop publishing program. (1 hr. Lecture)

**OST 1811 DESKTOP PUBLISHING
(AS)3 CRS.**

Use of computers to create typeset quality publications suitable for printing using a popular desktop publishing program. (3 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

OST 1826 PRESENTATION GRAPHICS FOR BUSINESS**(AS)1 CR.***PREREQUISITE: Skill in using graphical user interface and a word processing program*

This course is designed to give the student an introduction to the basics of producing presentation software to develop computer generated slide presentations. (1 hr. Lecture)

OST 1831 MICROSOFT WINDOWS**(AS)1 CR.**

Instruction in the use of Windows. Topics include: customizing the desktop, controlling applications, file management and operation of various accessory programs. (1 hr. Lecture)

OST 2331 BUSINESS**CORRESPONDENCE (AS)1 CR.**

Correspondence for the business office with emphasis on format, routine letters and interoffice memoranda. (1 hr. Lecture)

OST 2335 BUSINESS**COMMUNICATIONS (AS)4 CR.***PREREQUISITES: ENC 1101 & Keyboarding course or demonstration of keyboarding proficiency.*

Study the correspondence of the business office with emphasis on composing and analyzing various kinds of business letters and business reports, intensive review of sentence structure, punctuation, capitalization and expression of numbers. (4 hr. Lecture)

OST 2339 BUSINESS ENGLISH**REVIEW (AS)1 CR.**

Provides quick review of grammar and punctuation fundamentals pertinent to business writing. (1 hr. Lecture)

OST 2402 OFFICE PROCEDURES AND TECHNOLOGY (AS)4 CR.*CO- or PREREQUISITES: OST 1110C and OST 2335*

This course is designed for students who aspire to professional status as a secretary. It covers a wide range of office activities and provides training through simulated office situations. This course should be taken in a student's final semester. (4 hr. Lecture)

OST 2501 WORD-PROCESSING MANAGEMENT (AS)3 CR.

Preparation for work as word-processing supervisors. Emphasis on integration of sub-systems as information is processed, reproduced, stored and distributed; selecting equipment and managing a word-processing environment. (3 hr. Lecture)

OST 2603 MACHINE TRANSCRIPTION (AS)3 CR.*PREREQUISITE: OST 1100C (Beginning Keyboarding)*

This course is designed to develop the student's proficiency in transcribing pre-dictated business documents into mailable copy. An emphasis is also placed on grammar, spelling, and punctuation. (2 hr. Lecture, 2 hr. Lab)

OST 2710 INTRODUCTION TO WORD PROCESSING (AS)1 CR.*PREREQUISITE: OST 1100, OST 1141, CGS 1060 or computer knowledge*

This course is designed to give the students an introduction to the basic editing commands and an overview of the features of the word processing software. (1 hr. Lecture)

OST 2711C WORD PROCESSING (AS).....3 CR.*PREREQUISITE: OST 1100C (Beginning Keyboarding) or ability to touch type 35 words per minute*

Students will develop skill in word processing techniques using WordPerfect or Microsoft Word software. Students will use various features of the program, basic and advanced, including editing, formatting, styles, columns, tables, graphics, and desktop publishing. (2 hr. Lecture, 2 hr. Lab)

OTH 1001 INTRODUCTION TO OCCUPATIONAL THERAPY (AS).....3 CR.

Introduces occupational therapy, the history, philosophy and underlying concepts including an introduction to OT terminology. Practice in research skills and familiarity with professional publications are emphasized. (3 hr. Lecture)

OTH 1014C KINESIOLOGY FOR OCCUPATIONAL THERAPY (AS).....2 CR.*PREREQUISITE: BSC 108S*

Detailed analysis of human joint motion and applications for practice. Includes a review of human skeletal and muscular anatomy with an introduction to measuring joint range of motion and manual muscle testing. (1 hr. Lecture, 2 hr. Lab)

OTH 1121 THERAPEUTIC MEDIA (AS)1 CR.*PREREQUISITE: OTH 1001
CO-REQUISITE: OTH 1121L*

Introduces the student to various media (craft and other activities) used by therapists in activity oriented settings. Includes: the history of craft use; activity analysis, grading, and selection for clients of all ages; the teaching-learning process; and culture's influence on activities. (1 hr. Lecture)

OTH 1121L THERAPEUTIC MEDIA LAB (AS)1 CR.*CO-REQUISITE: OTH 1121*

Develops competence in areas of activity analysis, skilled performance of minor craft and verbal group activities, instruction of individuals and groups with emphasis on crafts, ordering of equipment and materials and the maintenance of activity files. (2 hr. Lab)

OTH 1165 DAILY LIVING SKILLS (AS)1 CR.*PREREQUISITE: OTH 1001
CO-REQUISITE: OTH 1165L*

This course is designed to provide a foundation of daily living skills techniques utilized by the OTA. Topics may include: transfers, wheelchair skills, equipment and home modification. (1 hr. Lecture)

OTH 1165L DAILY LIVING SKILLS LAB (AS)1 CR.*CO-REQUISITE: OTH 1165*

This course enables students to develop competence in performing the techniques discussed in OTH 1165 Daily Living Skills. Topics may include: transfers, wheelchair skills, documentation, and safety procedures. (2 hr. Lab)

OTH 1300C PSYCHOSOCIAL ISSUES IN OCCUPATIONAL THERAPY (AS).....3 CR.*PREREQUISITES: OTH 1001, PSY 2012*

Explores the relationship between psychosocial skill performance and activities of daily living. Provides an understanding of how dysfunction impacts occupational performance. Topics might include: psychiatric conditions, substance abuse, pharmacology, group dynamics, interpersonal communication, and traditional and non-traditional settings. Observation experiences in facilities focusing on psychosocial skill development are coordinated with classwork. (2 hr. Lecture, 2 hr. Lab)

CHAPTER 9 - COURSE DESCRIPTIONS

**OTH 1520 PEDIATRIC
OCCUPATIONAL THERAPY****(AS)2 CRS.***PREREQUISITES:* NUR 2130*CO-REQUISITES:* OTH 1520L

Introduction to issues and concepts of OT in a pediatric setting emphasizing the role of the COTA. Includes developmental stages, developmental tasks, role of play, needs of exceptional children, sensory integration, role of OT in pediatrics and identifying OT treatment goals. Experiences in pediatric facilities are coordinated with class work. (2 hr. Lecture)

**OTH 1520L PEDIATRIC
OCCUPATIONAL THERAPY LAB****(AS)1 CR.***PREREQUISITES:* NUR 2130*CO-REQUISITE:* OTH 1520

Lab to accompany OTH 1520. (2 hr. Lab)

**OTH 1605 GERIATRIC
OCCUPATIONAL THERAPY****(AS)2 CR.***CO-REQUISITE:* OTH 1605L

Lectures focus on adult growth and development, gerontology and the role of the COTA. (2 hr. Lecture)

**OTH 1605L GERIATRIC
OCCUPATIONAL THERAPY LAB****(AS)1 CR.***CO-REQUISITE:* OTH 1605

Lab course is designed to enable students to practice skills learned in OTH 1605 Geriatric Occupational Therapy. Field trips/observations in geriatric settings are coordinated with classwork. (2 hr. Lab)

**OTH 2100C PHYSICAL
DISABILITIES LAB (AS).....2 CRS.***PREREQUISITES:* OTH 1001; OTH 1014C;*OTH 116S; CO-REQUISITE:* OTH 2420

Instruction in activities of daily living for the disabled. May include: splinting; documentation; review of muscle testing and range of motion; equipment acquisition and use; and analysis of rehabilitation activities. Observation experiences are coordinated with classwork. (1 hr. Lecture, 2 hr. Lab)

**OTH 2410 CONDITIONS IN
OCCUPATIONAL THERAPY****(AS)3 CRS.***PREREQUISITES:* BSC 1085

Introduces etiology, symptomatology, medical management and treatment of traumatic, chronic and degenerative conditions commonly treated by OT's. Addresses risk factors, prevention and wellness. (3 hr. Lecture)

**OTH 2420 OCCUPATIONAL
THERAPY FOR THE PHYSICALLY
DISABLED (AS)3 CRS.***PREREQUISITES:* OTH 1001, OTH 2410;*CO-REQUISITE:* OTH 2100C

Occupational therapy assessment and treatment for patients with general medical, chronic degenerative and traumatic conditions (3 hr. Lecture)

**OTH 2705 SEMINAR FOR
FIELDWORK PREPARATION****(AS)2 CR.***PREREQUISITES:* OTH 1001

Seminar focuses on issues faced by students during fieldwork and strategies to successfully handle them. Topics may include: supervision, management, communication, ethics, quality assurance, clinical reasoning and job seeking skills. (1 hr. Lecture)

**OTH 2840 SUPERVISED CLINICAL
PRACTICE I (AS).....5 CRS.***PREREQUISITES:* All OTH courses except OTH

2841 and CPR certification

Full-time work for eight weeks in an OT treatment program under the supervision of a Registered Occupational Therapist. Students will be required to attend mandatory sessions at the College to address fieldwork issues. (15 hr. Lab)

**OTH 2841 SUPERVISED CLINICAL
PRACTICE II (AS).....5 CRS.***PREREQUISITES:* OTH 2840 plus current CPR certification.

Full-time field work for eight weeks in an OT treatment program different from that chosen for OTH 2840. Students will be required to attend mandatory sessions at the College to address fieldwork issues. (15 hr. Lab)

PCB 2061 GENETICS (AA) ...3 CRS.*PREREQUISITE:* BSC 1010

This is a study of the effects of heredity units in interplay with the environment on the development and function of organisms, with emphasis on human inheritance and modern biochemical genetics. This course is of importance to prospective teachers, social workers, medical students, and majors in biology.

**PCB 2061L EXPERIMENTS IN
GENETICS (AA)1 CR.***CO- or PREREQUISITE:* PCB 2063

Experimental determination of genetic ratios mainly by computer simulation. (2 hr. Lab)

PEL 1211 SOFTBALL (AA)1 CR.

Skills, strategy and application of rules for softball and officiating techniques. (2 hr. Lab)

PEL 1321 VOLLEYBALL (AA) ..1 CR.

Introduces the skills and techniques of volleyball. (2 hr. Lab)

**PEL 1441 RACQUETBALL
(AA)1 CR.**

Introduces basic skills, technique, knowledge, strategy and application of rules in racquetball. (2 hr. Lab)

PEL 1621* BASKETBALL (AA) ..1 CR.

Reviews basic skills of basketball and interpretation and application of rules and study of basic offenses and defenses and their usages. (2 hr. Lab)

**PEL 2041 RECREATIONAL GAMES
(AA)1 CR.**

Activities of a recreational nature emphasizing participation in table tennis, deck tennis, frisbee and other activities. (2 hr. Lab) Offered Summer B only.

PEL 2111 BOWLING (AA).....1 CR.

Theory, application, and practice of basic skills in bowling. (2 hr. Lab) (See Fee Schedule)

PEL 2121 GOLF (AA)1 CR.

Instruction in fundamental skills and application of golf rules (2 hr. Lab)

**PEL 2122 INTERMEDIATE GOLF
(AA)1 CR.***PREREQUISITE/CO-REQUISITE:* PEL 2121 or permission of instructor

Analyze round on the course and use this information to improve game. (2 hr. Lab)

**PEL 2341 BEGINNING TENNIS
(AA)1 CR.**

Basic skills, techniques and knowledge in archery. (2 hr. Lab)

**PEL 2342 INTERMEDIATE TENNIS
(AA)1 CR.***PREREQUISITE:* PEL 2341 or consent of instructor

Advanced tennis skill development by analysis, strategies and progression of skills. (2 hr. Lab)

CHAPTER 9 - COURSE DESCRIPTIONS

**PEM 1116 AEROBIC DANCE
(AA)1 CR.**

A basic course in rhythmic movement of large muscles designed to enhance muscle tone and flexibility (2 hr. Lab)

PEM 1146 JOGGING (AA)1 CR.

Guidelines to becoming a jogger with individuals starting on his/her own program. (2 hr. Lab)

**PEM 2405 SELF-DEFENSE
(AA)1 CR.**

Develop self-confidence and abilities for self-defense. Includes Crime prevention. (2 hr. Lab)

**PEN 2122 SWIMMING AND DIVING
(AA)1 CR.**

Introduces the elements of swimming, diving and water-safety skills beyond the beginner and advanced-beginner level. (2 hr. Lab) (See Fee Schedule)

**PEN 2136 SCUBA DIVING
(AA)1 CR.**

Introduces knowledge and skills required for scuba diving. Certification is issued upon successful completion. (2 hr. Lab)

**PEN 2137 ADVANCED SCUBA
DIVING (AA)1 CR.**

PREREQUISITES: PEN 2136, *PADI Scuba Diver Certification or equivalent*

Provides certified scuba divers with knowledge and skills required for advanced scuba diving. Advanced scuba diver certification is issued on successful completion. (2 hr. Lab)

PEN 2251 CANOEING (AA)1 CR.

Knowledge and skills to safely navigate a canoe. (2 hr. Lab)

**PEO 1031C INDIVIDUAL SPORTS*
(AA)3 CRS.**

PREREQUISITE: *The student must be a declared major in physical education*

Includes: bowling, archery and golf providing the physical education major with basic fundamental strategies and skill progressions. (2 hr. Lecture, 2 hr. Lab) Offered Summer A only.

**PEO 1321C VOLLEYBALL
FUNDAMENTALS AND
OFFICIATING (AA).....3 CRS.**

Physical Education major courses are for professional Physical Education majors only and will not satisfy graduation requirements for non-P.E. majors. Provides the prospective physical education teacher with knowledge and skills in playing and officiating volleyball. (2 hr. Lecture, 2 hr. Lab) Offered Fall only.

**PEO 1511C FUNDAMENTAL OF
SOCCER* (AA).....2 CRS.**

Provides the prospective physical education teacher with basic skills, strategies and progression in soccer. (1 hr. Lecture, 2 hr. Lab) Offered Winter only.

**PEO 2004 THEORY AND PRACTICE
OF COACHING A SPECIFIC SPORT
(AA)3 CRS.**

This course is designed to provide knowledge of the rules, teaching progressions and strategies for competition. The course includes acceptable behavior and ethics for coaches. This course will be offered for the following specific sports: baseball/softball, basketball, football, golf, soccer, swimming, tennis, track and field/cross country, volleyball and wrestling. (3 hr. Lecture) Offered Fall & Winter only.

**PEO 2005 COACHING THEORY
(AA)3 CRS.**

This course is designed to provide knowledge of the characteristics, principles, ethics and theories related to coaching sports in educational and recreational settings. Emphasis is placed on preparing coaches to train athletes to achieve optimal levels of performance. (3 hr. Lecture)

**PEO 2351C FUNDAMENTAL OF
RACQUET SPORTS* (AA)3 CRS.**

Provides the prospective physical education teacher knowledge and skills in tennis, racquetball and badminton. (2 hr. Lecture, 2 hr. Lab) Offered Winter only.

**PEO 2621C FUNDAMENTALS OF
BASKETBALL* (AA)2 CRS.**

Provides the prospective physical education teacher with knowledge and skills in basketball. (1 hr. Lecture, 2 hr. Lab) Offered Winter only.

**PEP 2101 ESSENTIAL OF FITNESS
(AA)3 CRS.**

Provides the prospective physical education teacher a fundamental knowledge of physical fitness, fitness evaluation and program planning. Each student is required to be certified in CPR. (3 hr. Lecture) Offered Winter only.

**PET 2000 INTRODUCTION TO
PHYSICAL EDUCATION*
(AA)3 CRS.**

Provides the prospective physical education teacher an introduction to physical education including program training and professional opportunities. (3 hr. Lecture) Offered Fall only.

**PET 2622 CARE AND PREVENTION
OF ATHLETIC INJURIES
(AA)3 CRS.**

This course is designed to provide students with a basic knowledge of the care, prevention, and rehabilitation of injuries received during participation in physical education activities. Prior First Aid certification is strongly recommended. (3 hr. Lecture) Offered Fall & Summer only.

**PGY 1110C COLOR
PHOTOGRAPHY I** (AS)3 CRS.**

PREREQUISITES: ART 1201C; PGY 1401C or proof of capability in darkroom

Additive system of exposure and how to mix and use color chemistry and color theory are explored. (2 hr. Lecture, 2 hr. Lab)

**PGY 1111C COLOR
PHOTOGRAPHY II** (AS) ...3 CRS.**

PREREQUISITE: PGY 1110C

Continuation of PGY 1110C using the additive system of exposure. Color balance with color measurement in lab assignments is covered. (2 hr. Lecture, 2 hr. Lab)

**PGY 1401C INTRODUCTION TO
PHOTOGRAPHY (AA)3 CRS.**

Students in all photography courses will be required to furnish film, photographic paper and a camera which permits the manual control of the lens aperture and shutter speed. (NO AUTOMATIC CAMERAS WITHOUT MANUAL OVERRIDE SYSTEM).

Introduction to black and white photography. The camera's construction and operation are explained. Emphasis on printing and darkroom procedures. (2 hr. Lecture, 2 hr. Lab)

CHAPTER 9 - COURSE DESCRIPTIONS

PHI 1010 INTRODUCTION TO PHILOSOPHY (AA)3 CRS

Explores the nature of philosophy, methods and major problems from pre-Socratic era to present. Ideas and their relationship to science, art, religion and sociopolitical development are examined. (3 hr. Lecture)

PHI 1100 CRITICAL REASONING (AA)3 CRS.

Introduces essentials of logic and understanding of subjective factors influencing thinking, developing reasoning skills, and the ability to apply effective thinking to problem solving and decision making. (3 hr. Lecture)

PHI 1600 ETHICS (AA)3 CRS.

A rigorous and systematic inquiry into man's moral behavior discovering rules that ought to govern human action and goals worth seeking in human life using ethics as a science of conduct. (3 hr. Lecture)

PHY 1001 APPLIED PHYSICS (AA)3 CRS.

PREREQUISITE: MAC 1105
CO-REQUISITE: MAC 1114

A concentrated, one-semester, applied-physics course; includes essential physical principles for engineering, medical and other technician personnel. An overview of basic physics concepts is presented with minimum emphasis on mathematics. Includes physical mechanics, electricity and magnetism and optics. PHY 2048L is an optional, one-credit hour lab, which may be taken concurrently or after course completion. (3 hr. Lecture)

PHY 1007 PHYSICS FOR ALLIED HEALTH PROFESSIONS (AA)3 CRS.

CO-REQUISITE: MAC 1105

One semester course in applied physics for allied health fields. Covers technical mathematical, units of measurements, mechanics, heat, fluid and gas laws, atomic structure and nuclear physics, electromagnetism, light and sound. (3 hr. Lecture)

PHY 2048 GENERAL PHYSICS WITH CALCULUS I (AA)4 CRS.

CO-REQUISITES: MAC 2311 AND PHY 2048L

First of a two-term sequence in general physics for students with above average mathematics background. Designed for students in engineering and science; topics: vector manipulation, statics, fundamentals of motion, force and translation, torque and rotation, energy, fluids at rest and in motion, gases, heat transfer, change of phase. (4 hr. Lecture)

PHY 2048L GENERAL PHYSICS I AND GENERAL PHYSICS WITH CALCULUS I LABORATORY (AA)1 CR.

Laboratory for PHY 2053 and PHY 2048. Introduces basics of measurement, analysis of experimental data and laboratory methods. (2 hr. Lab)

PHY 2049 GENERAL PHYSICS WITH CALCULUS II (AA)4 CRS.

PREREQUISITE: PHY 2048;
CO-REQUISITES: MAC 2312 and PHY 2049L

Second term of the general physics with calculus sequence. Topics included are electrostatics, electric current and resistance of circuits, electromagnetism, magnetic circuits, wave motion, reflection and refraction of light, lenses and mirrors, spectra and color, interference and diffraction and polarization. (4 hr. Lecture)

PHY 2049L GENERAL PHYSICS II AND GENERAL PHYSICS WITH CALCULUS II LABORATORY (AA)1 CR.

Laboratory for PHY 2054 and 2049. Illustrates phenomena from the lectures. (2 hr. Lab)

PHY 2053 GENERAL PHYSICS I (AA)4 CRS.

PREREQUISITE: MAC 1105
CO-REQUISITE: PHY 2048L AND MAC 1114

Designed for pre-medical, pre-dental, pre-pharmacy, business, technical and liberal arts students not majoring in engineering, physical science or mathematics. The first part of a two-term sequence must be taken before PHY 2054. Topics are vector quantities, newton's Laws, mechanical equilibrium, translational and rotational motion, energy and work, heat and thermal concepts. (4 hr.. Lecture)

PHY 2054 GENERAL PHYSICS II (AA)4 CRS.

PREREQUISITES: PHY 2053 and PHY 2048L;
CO-REQUISITE: PHY 2049L

Second term of the general physics sequence. Topics are electrostatics, electric current, magnetism, optics, light, optical instruments, atomic and nuclear physics. (4 hr. Lecture)

PLA 1003 INTRODUCTION TO LEGAL TECHNOLOGY (AS)3 CRS.

An overview of the training and purpose of legal assistants. Examines role of lawyers and legal assistants, ethical and professional practice standards for both lawyer and assistant, and surveys fields of law covered by the program. (3 hr. Lecture)

PLA 1104 LEGAL WRITING AND RESEARCH I (AS)3 CRS.

PREREQUISITES: PLA 1003 and PLA 2223

Introduction in writing civil and criminal legal memoranda and briefs to assist supervisor and attorneys in both trial and appellate work. Includes in-depth examination of the law library and legal research. (3 hr. Lecture)

PLA 1203 PREPARING NEGLIGENCE CASES (AS) ...3 CRS.

PREREQUISITE: PLA 1104

Basic law relating to civil wrong applied to personal and property damage including intentional interference with contractual relations, abuse of process, torts in the family, civil conspiracy and immunities. (3 hr. Lecture)

PLA 2949C CO-OP LEGAL ASSISTANT I (AS)3 CRS.

PREREQUISITE: Completion of all courses outlined in Legal Assistant first-year curriculum

Coordinated work-study program reinforcing educational and professional growth parallel involvement in classroom studies and field experiences. The student and teacher-coordinator determine objective for on-the-job legal assistant assignments. The student is evaluated by the teacher-coordinator and immediate supervisor. (1 hr. Lecture, 10 hr. Lab)

PLA 2114 LEGAL WRITING AND RESEARCH II (AS)3 CRS.

PREREQUISITE: PLA 1104

Advanced course in civil and criminal legal writing and research. (3 hr. Lecture)

PLA 2223 COURT SYSTEM: PROCEDURES AND PLEADINGS I (AS)3 CRS.

CO- or PREREQUISITE: PLA 1003

Examines structure of both state and federal judicial system and jurisdiction, including basic judicial process and procedure including State and Federal Rules of Courts. (3 hr. Lecture)

PLA 2233 COURT SYSTEM: PROCEDURES AND PLEADINGS II (AS)3 CRS.

CO- or PREREQUISITE: PLA 2223

Basics of civil and criminal causes of action through exercises in drafting and use of pleading forms. (3 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

**PLA 2483 ADMINISTRATIVE LAW
(AS)3 CRS.****PREREQUISITE:** PLA 1104

A broad survey seeking to identify and describe areas of government, both state and federal regulations of businesses and government regulations and administrative procedures. (3 hr. Lecture)

**PLA 2504 REAL ESTATE LAW AND
PROPERTY TRANSACTIONS I
(AS)3 CRS.****CO- or PREREQUISITE:** PLA 1104

Survey of common types of real estate transactions and conveyances, such as deeds, contracts leases, etc., and problems in drafting related documents. (3 hr. Lecture)

**PLA 2513 REAL ESTATE LAW AND
PROPERTY TRANSACTIONS II
(AS)3 CRS.****PREREQUISITES:** PLA 1104 and PLA 2504

Advanced course in Real Estate Law and Property Transactions. Includes mortgage financing, RESPA, landlord/tenant and condo law. Students must have completed Real Estate Law and Property Transactions I. (3 hr. Lecture)

**PLA 2603 ADMINISTRATION OF
ESTATES (AS)3 CRS.****PREREQUISITE:** PLA 1104

Survey of estate planning and administration, including preparation of wills, trust and probate forms. (3 hr. Lecture)

**PLA 2803 FAMILY LAW
(AS)3 CRS.****PREREQUISITE:** PLA 1949

Study of divorce, separation, custody, legitimacy, adoption, name change, guardianship, support, court procedures, separation agreements and property disposition. (3 hr. Lecture)

**PLA 2949C CO-OP LEGAL
ASSISTANT II (AS)3 CRS.****PREREQUISITE:** PLA 1949

Continuation of PLA 1949. (2 hr. Lecture, 10 hr. Lab)

**PLA 2220 PLANT PROPAGATION
(AS)3 CRS.**

Modern techniques of sexual and asexual propagation are surveyed and demonstrated including seed germination, grafting, cuttage and micropropagation. Biochemical and successful propagation techniques are studied. (3 hr. Lecture)

**PMA 2213 PLANT PEST
MANAGEMENT (AS)3 CRS.**

Students are given a basic understanding of plant pests and their effective management. Important insect, fungal, bacterial and viral plant problems will be surveyed. An extensive section on pesticide classification and proper use is included. (3 hr. Lecture)

**POS 1001 INTRODUCTION TO
POLITICAL SCIENCE***
(AA)3 CRS.**

Introduction to the discipline and practice of political science that includes a description of politics, law, public administration, political theory, and international relations. The course highlights the United States Constitution, governmental institutions and political practices. It compares and contrasts the U.S. with other nations and their constitutions, governmental institutions, and political systems. The course also includes application exercises to help students develop the skills necessary to become effective global citizens. POS 1001 is a Gordon Rule course that requires a written assignment of 2,000 words, minimum. Requires a C or better for transfer for AA degree credit. (3 hr. Lecture)

**POS 2041 AMERICAN NATIONAL
GOVERNMENT*** (AA)3 CRS.**

Introduction to the institutions of government, highlighting the American political system at the federal level and including discussion of the U.S. Constitution and Bill of Rights, the branches of government, national and foreign policy-making and the role of bureaucracy, ideologies, interest groups, political parties, elections and mass media in the political process. Course will include application exercises to help students develop the skills to become effective global citizens. Written work of 2,000 words. Requires a C or better for transfer for A.A. degree credit (3 hrs. Lecture).

**POS 2112 AMERICAN STATE AND
LOCAL GOVERNMENT*
(AA)3 CRS.****PREREQUISITE:** POS 1001 or POS 2041

Introduces the organization and behavior of major political actors, institutions, policies and localities in the 50 states, with a particular emphasis on the state of Florida. Includes a study of the U.S. and state constitutions and the history and development of American federalism. Topics include political participation, political parties, interest groups, legislatures, courts, governors and administration, and an analysis of various policies, including taxation, education, welfare, criminal justice, transportation and growth management. Written work of 2,000 words. Requires a C or better for transfer for AA degree credit. (3 hr. Lecture)

**PSC 1101 EARTH SCIENCE
(AA)3 CRS.**

Introduction to astronomy, meteorology, geology, and oceanography includes physical structure, weather and human impact. Mathematics beyond arithmetic or scientific background is not required. (3 hr. Lecture)

**PSC 1341 PHYSICAL SCIENCE FOR
TODAY'S WORLD (AA)3 CRS.**

Designed for the non-science major. No mathematics is required beyond ratios, proportions and arithmetic. Emphasis on concepts from study of motion, energy, electricity, and magnetism, waves and light, atomic and nuclear and chemistry; and use these concepts to develop an understanding of everyday science. Typical topics might include: how a camera works, space travel, radiation and its uses in medicine, lasers, contact lenses, rainbows, sunsets, solar energy, satellite communications, household wiring, music and chemistry of the kitchen. (3 hr. Lecture)

**PSY 2012 GENERAL
PSYCHOLOGY*** (AA)3 CRS.**

The course explores various aspects of human behavior and adjustment and provides a representative survey of psychology. The major emphases are the philosophical forces that shaped psychological study, the structure and function of personality, individual and group difference, the nature of intelligence, the motivational aspects of behavior and emotions, the learning process and critical appraisal of current psychological tests. Written work of 2,000 words. Requires a grade of C or better for transfer for AA degree credit. (3 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

PUR 2100 WRITING FOR PUBLIC RELATIONS (AA) 3 CRS.

Comprehensive analysis of public relations writing and relationship to other forms of journalism. Designed to provide experience in specialized written communication. (3 hr. Lecture)

REA 0001 COLLEGE PREP READING I (CP)3 INSTITUTIONAL CRS.**
CO-REQUISITE: SLS 1501: *Strategies for College Success.*

This course prepares students for REA 0010. It covers reading aids, basic vocabulary, and literal comprehension skills as needed. Graded Passing or Not Passing (P or N) (3 hr. Lecture)

REA 0010 COLLEGE PREP READING II (CP)3 INSTITUTIONAL CRS.**
CO-REQUISITE: SLS 1501: *Strategies for College Success.*

This course prepares students for college credit level courses. It covers critical and analytical reading skills and college level vocabulary usage. Graded Passing or Not Passing (P or N). (3 hr. Lecture).

REA 1205 ACCELERATED READING (AP)3 CRS.
PREREQUISITE: If reading prep is required, it must be completed satisfactorily before REA 1205 is attempted.

Advanced reading course emphasizing increased reading speed and comprehension. Group discussion, activities and laboratory practice. (3 hr. Lab)

REA 1125 CLAST REVIEW READING SKILLS (AA)1 CR.

This course is designed for students who need an intensive review in college level reading skills before they retake the CLAST reading subtest. Although literal reading skills are taught, critical and analytical reading skills are stressed. The literal and critical skills included in the reading CLAST objectives will be emphasized. (1 hr. Lab) Graded Passing or Not Passing (P or N).

REE 1040 REAL ESTATE PRINCIPLES AND PRACTICES - FREC I (AS)4 CRS.

Principles, practices and theories of real property, economic value, legal implication and relationship to the salesperson and broker including Florida Real Estate License Law. Successful completion is required by Florida Real Estate Commission prior to filing application for state license examination. (4 hr. Lecture)

REE 2440 ABSTRACTS AND TITLES I (AS)3 CRS.

History of Florida titles, abstracts and researching, conveyances and encumbrances; title insurance; escrows and closings; land descriptions; and legal problems affecting land title. (3 hr. Lecture)

REL 1210 THE OLD TESTAMENT (AA)3 CRS.

Introduction to the Bible includes history, literature, geography and religion of Israel through Exile and Restoration. (3 hr. Lecture)

REL 1240 THE NEW TESTAMENT (AA)3 CRS.

Introduction to the New Testament including language, literature and geography. Discussion on ancient manuscripts, history of modern translations, period between Testaments, harmony of Gospels and history of early church in Acts and Epistles. (3 hr. Lecture)

REL 2300 INTRODUCTION TO THE MAJOR RELIGIONS OF THE WORLD (AA)3 CRS.

Introduction to major religions of the world including Primitivism, Hinduism, Judaism, Shintoism, Zoroastrianism, Taoism, Jainism, Buddhism, Confucianism, Christianity, Islam and Sikhism. (3 hr. Lecture)

RET 1272 FUNDAMENTALS OF RESPIRATORY CARE I (AS)9 CRS.
CO-REQUISITES: RET 1272L

Introduction to basic science, theories and technologies in respiratory care with emphasis on knowledge required to perform respiratory care, medical terminology, pharmacology, medical gas therapy, patient assessment, therapies and diagnostics. (9 hr. Lecture)

RET 1272L FUNDAMENTALS OF RESPIRATORY CARE I LABORATORY (AS)3 CRS.
CO-REQUISITE: RET 1272

Emphasis on competence and proficiency skills in applying therapeutic and diagnostic respiratory care. Laboratory experience in medical gas and aerosol delivery, cardiopulmonary resuscitation and mechanical ventilation. (6 hr. Lab)

RET 1273 FUNDAMENTALS OF RESPIRATORY CARE II (AS)6 CRS.

PREREQUISITES: RET 1272, RET 1272L & RET 1874L;
CO-REQUISITES: RET 1272L & RET 1875L

Continues basic science, theories and technologies in respiratory care including blood gas analysis, airway management, mechanical ventilation, neonatal/pediatrics and cardiopulmonary diseases. (6 hr. Lecture)

RET 1273L FUNDAMENTALS OF RESPIRATORY CARE II LABORATORY (AS)2 CRS.

CO-REQUISITE: RET 1273

Emphasis on competence and proficiency skills applying therapeutic and diagnostic respiratory care. Laboratory experience in airway management, blood gas analysis, intensive care mechanical ventilation and monitoring and cardiopulmonary rehabilitation. (4 hr. Lab)

RET 1874L CLINICAL INTERNSHIP I (AS)1 CR.
CO-REQUISITES: RET 1272 & RET 1272L

Clinical practice of respiratory care in an eight-hour week/hospital-based internship. Pulmonary function diagnostics, disinfection and sterilization techniques, equipment recognition and maintenance are included. (8 hr. Lab)

RET 1875L CLINICAL INTERNSHIP II (AS)1 CR.
PREREQUISITE: RET 1875L

Direct patient contact is emphasized with in this 24-hour/week, hospital-based course. Included medical gas and aerosol delivery, patient assessment and reporting, positive pressure breathing techniques and blood gas analysis. (24 hr. Lab)

CHAPTER 9 - COURSE DESCRIPTIONS

RET 1876C CLINICAL INTERNSHIP III (AS)4 CRS.**PREREQUISITE:** RET 1875L

Emphasizes application of respiratory care theory and technology in intensive care including patient contact during a 32-hour/week, hospital-based internship. Intensive care therapeutics and diagnostics include mechanical ventilation techniques, cardiopulmonary resuscitation, neonatal/pediatric respiratory care and patient-care planning. (9 hr. Lab)

RET 2280C FUNDAMENTALS OF RESPIRATORY CARE THERAPY III (AS)7 CRS.**PREREQUISITES:** RET 1272, RET 1273, RET

874L, RET 1875L, RET 1876C;

CO-REQUISITE: RET 2877L

Respiratory Care clinical lectures on advanced cardiopulmonary monitoring/diagnostic techniques. Exercise testing and neonatal/pediatrics are included emphasizing clinical decision-making. (6 hr. Lecture, 2 hr. Lab)

RET 2534C FUNDAMENTALS OF RESPIRATORY CARE THERAPY IV (AS)7 CRS.**PREREQUISITES:** RET 1272, RET 1273, RET

874L, RET 1875L, RET 1876C, RET 2289C &

RET 2877L;**CO-REQUISITE:** RET 2878L

Combined lecture and laboratory provides instructions specific to many sites where respiratory care is practiced including hospital, physician's office and home care/rehabilitation. Advanced cardiopulmonary pathophysiology is presented focusing on the respiratory care practitioner as a member of the interdisciplinary team. Advanced pulmonary function testing emphasizing preparation for registry examinations. (6 hr. Lecture, 2 hr. Lab)

RET 2877L CLINICAL INTERNSHIP IV (AS)3 CRS.**PREREQUISITES:** All 1000 level RET courses

Hospital-based internship provides experience and training for departmental management and advanced clinical training in critical care monitoring, exercise testing, neonatal/pediatrics and research methods focusing on decision-making in patient-case management. (16 hr. Lab)

RET 2878L CLINICAL INTERNSHIP V (AS)2 CRS.**PREREQUISITE:** RET 2877L

Provides departmental management experience in hospitals, patient's home and in convalescent care. Practical training in geriatrics and cardiopulmonary rehabilitation is included. Reviews prepare students for national registry exam. (16 hr. Lab)

RTE 1000 INTRODUCTION TO RADIOGRAPHY (AS)3 CRS.**PREREQUISITES AND/OR CO-REQUISITES:****HSC 1000**

An introduction to Radiography to include an introduction to the program, profession, didactic and clinical environments, radiation protection, x-ray production, interactions, principles of radiographic imaging, imaging equipment and radiographic technique. (3 hrs. Lecture)

RTE 1401C RADIOGRAPHIC IMAGING I (AS)3 CRS.**PREREQUISITES AND/OR CO-REQUISITES:****RTE 1000**

In-depth analysis of techniques systems, radiographic technique, the Inverse Square Law, the fundamentals of physics, atomic structure, the electromagnetic spectrum, x-ray production, x-ray emission, x-ray interactions, and quality control. Laboratory exercises will be utilized to demonstrate clinical applications of the theoretical principles and concepts. (2 hr. Lecture, 2 hr. Lab)

RTE 1457C RADIOGRAPHIC IMAGING II (AS)3 CRS.**PREREQUISITES AND/OR CO-REQUISITES:** RTE**1401C**

In-depth analysis of image formations, construction and function of film, intensifying screens, cassettes, beam restrictors and grids film processing, processors, and darkroom chemistry, image quality, quality control, and the theory and practice of safe exposure, values. Laboratory exercises will be utilized to demonstrate clinical applications of the theoretical principles and concepts. (2 hr. Lecture, 2 hr. Lab)

RTE 1503C RADIOGRAPHIC PROCEDURES (AS)4 CRS.**PREREQUISITES:** BSC 1085 AND HSC 1000;**CO-REQUISITE:** RTE 1804

This course is designed to provide the Radiography student with instruction in radiographic examinations of the chest, abdomen, upper extremities and shoulders. An introduction to medical terminology, radiographic terminology and the fundamentals of patient care is made. (3 hr. Lecture, 2 hr. Lab)

RTE 1513C RADIOGRAPHIC PROCEDURES II (AS)3 CRS.**PREREQUISITE:** RTE 1503C;**CO-REQUISITE:** RTE 1814

This course is designed to provide the Radiography student with instruction in radiographic examinations of the lower extremities, gastrointestinal system and biliary system. Special emphasis of radiographic anatomy, surface landmarks, positioning technique, pathology and critique of films shall be made. This course includes discussion of patient care and medical terminology related to course topics. This course also includes the composition, use and effects of contrast media on the human body. (2 hr. Lecture, 2 hr. Lab)

RTE 1523C RADIOGRAPHIC PROCEDURES III (AS)4 CRS.**PREREQUISITE:** RTE 1512C;**CO-REQUISITE:** RTE 1824

Continuation of study in Radiologic anatomy, positioning, pathology and film chassis radiography of the genitourinary system, tomography, vertebral column and bony thorax. Other topics to be covered include long bone measure, bone age and pelvimetry. This course includes discussion of patient care and medical terminology related to course topics, as well as the use and effects of contrast media on the human body. (3 hr. Lecture, 2 hr. Lab)

RTE 1804 RADIOGRAPHY CLINICAL EDUCATION I (AS)3 CRS.**PREREQUISITE:** HSC 1000;**CO-REQUISITE:** RTE 1503C

This course is designed to provide the student with the practical application, in a supervised clinical setting, of the theory covered in RTE 1503C and RTE 1000. He/she will be rotated through selected areas of the Radiography Department in order to gain firsthand experiences in film filing, film processing and transportation of patients. The student will observe, assist and perform basic radiographic procedures (chest and abdomen and extremities) under direct supervision of a qualified radiographer. This course meets at the affiliate hospitals 24 hours per week. (24 hr. Lab)

CHAPTER 9 - COURSE DESCRIPTIONS

**RTE 1814 RADIOGRAPHY
CLINICAL EDUCATION II****(AS)3 CRS.***PREREQUISITES: RTE 1804**CO-REQUISITE: RTE 1513L*

A continuation of RTE 1804 with students performing radiographic examination under direct supervision in Clinical Education Centers. Emphasis is placed on upper and lower extremities, gastrointestinal tract and biliary system procedures and film critique. Meets 24 hours per week. (24 hr. Lab)

**RTE 1824 RADIOGRAPHY
CLINICAL EDUCATION III****(AS)3 CRS.***PREREQUISITES: RTE 1814*

A continuation of RTE 1814L with students performing radiographic examination under direct supervision in Clinical Education Centers. Emphasis is placed on the spine, genitourinary system, thorax and film critique. Students will begin to perform procedures with indirect supervision. Meets 24 hours per week. (24 hr. Lab)

**RTE 2308 RADIOBIOLOGY
(AS)2 CRS.***PREREQUISITE: RTE 1457C*

Analysis of the production of x-rays, ionizing radiation, x-ray interactions with matter, biologic effects, radiobiology, early and late effects of radiation, radiation monitoring, and protection for both the patient and the radiographer. (2 hrs. Lecture)

**RTE 2473C RADIOGRAPHY
SEMINAR (AS)2 CRS.***PREREQUISITES AND/OR CO-REQUISITES:**RTE 2308*

An in-depth analysis of the components involved in the quality improvement system, JCAHO standards for hospital accreditation and preparation of new radiography graduates to meet those standards, current topics and developments in the field of medical imaging will be discussed. (1 hr. Lecture, 2 hrs. Lab).

**RTE 2533C RADIOGRAPHIC
PROCEDURES IV (AS)4 CRS.***PREREQUISITE: RTE 1523C;**CO-REQUISITE: RTE 2834*

This course provides continued study in radiologic anatomy, positioning, pathology and film critique with emphasis on the skull and special procedures. Topics include sinuses, mastoids, facial bones and orbits. This course also provides instruction in mammography, operative procedures, myelography and other special procedures. This course includes discussion of patient care, contrast media and medical terminology related to course topics. (3 hr. Lecture, 2 hr. Lab)

**RTE 2553C RADIOGRAPHIC
PROCEDURES V (AS)2 CRS.***PREREQUISITE: RTE 2533C;**CO-REQUISITE: RTE 2844*

This course provides instruction in angiography and related vascular procedures, including venography and cardiac catheterization, as well as pharmacology of medications and contrast materials utilized in radiology departments. Discussion includes patient care, EKG performance and basic interpretation and medical terminology related to course topics. (1 hr. Lecture, 2 hr. Lab)

**RTE 2563 ADVANCED MEDICAL
IMAGING (AS)3 CRS.***PREREQUISITE: RTE 2553;**CO-REQUISITE: RTE 2854*

This course is an interdisciplinary workshop designed to prepare the Radiography student for entry to the workplace. Research into advanced radiologic modalities will be performed and presented by students. Topics specifically addressed include cross-sectional anatomy, CT, MRI, sonography, nuclear medicine, radiation therapy, IV therapy and basic medical assisting and lab skills. (2 hr. Lecture, 2 hr. Lab)

**RTE 2613 RADIOGRAPHIC
IMAGING SYSTEMS (AS)3 CRS.***PREREQUISITES: RTE 1000*

In-depth analyses of electricity, magnetism, electromagnetism, electric generators, motors, transformers and rectifiers, construction and function of x-ray tubes, the use of tube rating charts, x-ray system components and schematics, fluoroscopic systems, video systems, and an introduction to the concepts of digital imaging. (3 hrs. Lecture)

**RTE 2834 RADIOGRAPHIC
CLINICAL EDUCATION IV
(AS)3 CRS.***PREREQUISITE: RTE 1824*

A continuation of RTE 1824 with students performing procedures taught in previous clinical courses. Emphasis is placed on the radiography of the skull and special procedures. Meets 24 hours per week. Includes film critique. (24 hr. Lab)

**RTE 2844 RADIOGRAPHIC
CLINICAL EDUCATION V****(AS)3 CRS.***PREREQUISITE: RTE 2834*

A continuation of RTE 2834 with students perfecting positioning skills and learning to work independently. Clinical rotation through Special Procedures CT and mammography, at the end of which, each student will be able to discuss the theoretical and clinical application of each procedure. Includes film critique. Meets 24 hours per week. (24 hr. Lab)

**RTE 2854 RADIOGRAPHIC
CLINICAL EDUCATION VI****(AS)3 CRS.***PREREQUISITE: RTE 2844*

A clinical of RTE 2844 with students practicing positioning skills with indirect supervision. Emphasis is placed on completing clinical competencies. Rotations through Radiation oncology, CT, MRI, nuclear medicine, ultrasound and special procedures are included. Includes film critique. Meets 24 hours per week. (24 hr. Lab)

**RTE 0940 INTERNSHIP IN FILM,
TELEVISION AND VIDEO
PRODUCTION OPERATIONS
(VC) 8 VOC. CRS.***PREREQUISITES: FIL 1200, RTV 2000 or per-**mission of the Film/TV/Video Program Leader*

Students are placed in industry positions to obtain on-the-job training in the film, television or video industry. (8 hr. Lab)

**RTV 2000 FUNDAMENTALS OF
TELEVISION PRODUCTION****(AS)3 CRS.**

Principles of television studio practice and programming includes instruction and demonstrations in basic skills and performance. (3 hr. Lecture)

**RTV 2300 INTRODUCTION TO
BROADCAST JOURNALISM****(AA)3 CRS.***PREREQUISITE: permission of the Film/TV/Video Program Leader*

Basic broadcast journalism and role of teamwork in step-by-step production of news programs. Emphasis on reporter/writer's role in the newsroom, elements of broadcast newswriting and production and similarities and differences in news for television and news for newspapers. (2 hr. Lecture, 2 hr. Lab)

CHAPTER 9 - COURSE DESCRIPTIONS

SLS 1211 OPTIMAL SELF-DEVELOPMENT (AA)3 CRS.

Introduces theories and methods of optimal self-development including self-directed activities for initiating self-change. (3 hr. Lecture)

SLS 1300 CAREER SELF-ASSESSMENT (AA)1 CR.

Facilitates learning more about career interests, values, skills, personality and academic strengths in a lecture classroom and/or independent study format. (1 hr. Lecture)

SLS 1301 CAREER DEVELOPMENT (AA)3 CRS.

Facilitates career decision-making and employability skills; assessing interests, values, skills, personality and academic strengths and relates these to occupations and college majors. Communication skills, job-search strategies, resume writing and interviewing skills are covered. (3 hr. Lecture)

SLS 1302 CAREER INFORMATION AND DECISION-MAKING (AA)1 CR.

Explores occupations/college majors to assist in career decision-making in a lecture classroom and/or independent study format. (1 hr. Lecture)

SLS 1303 JOB SEARCH (AA)1 CR.

Resume development, interviewing and job-search skills are covered. (1 hr. Lecture)

SLS 1501 STRATEGIES FOR COLLEGE SUCCESS (AA)3 CRS.

CO-REQUISITE: For any student who tests into prep English and/or prep reading.

This course is designed to assist students in developing and improving note-taking, test-taking and study skills. Time management and test-taking techniques are discussed as well as learning about the library and other college resources. Listening skills are emphasized and the importance of effective communication in and out of the classroom is stressed. Students will assess and examine their individual learning styles and will learn how to adjust their methods of learning and study habits to accommodate their preferences and weaknesses. (3 hr. Lecture)

SLS 1505 CRITICAL THINKING (AA)3 CR.

Demonstrates how to apply critical thinking skills to everyday problems and issues in school, careers, and personal life. (1 hr. Lecture)

SLS 1533 OVERCOMING MATH ANXIETY (AA)1 CR.

Helps students overcome math anxiety and become successful in mathematics courses. Focuses on diagnosing students' effective learning techniques to improve students' math study habits and test-taking skills, while reducing test anxiety. (1 hr. Lecture)

SLS 2261 LEADERSHIP DEVELOPMENT (AA)3 CRS.

PREREQUISITE: Completed 24 hours including ENC 1101, ENC 1102, and SPC 1016 with a GPA of at least 3.0. With permission of the instructor, any and/or all prerequisites may be waived.

Focuses on development of leadership ability and effective leadership including developing a personal philosophy of leadership, developing leadership potential and integrating theory with application in a group setting. (3 hr. Lecture)

SOP 2740 FEMINIST PSYCHOLOGY (AA)3 CRS.

Focusing upon the historical and currently changing roles of women, this course will emphasize psychosocial processes, sex-role stereotyping, institutional sexism and discriminatory practices, the women's rights movement and prior to men's liberation. The impact on behavior of psychological constraints is examined within an experiential framework. Students are encouraged to explore their attitudes, interests and aspirations to stimulate self-awareness and facilitate personal growth. (3 hr. Lecture)

SOS 1102 SOILS AND FERTILIZERS (AS)3 CRS.

Study of soil characteristics, classifications, testing and plant nutrition. Management of soils for specific horticultural purposes by understanding soil reaction and uses of fertilizers. (3 hr. Lecture)

SOW 1031 INTRODUCTION TO SOCIAL WORK (AA)3 CRS.

Surveys philosophy, history and services of social welfare and values, methods and practice settings of social work. Social worker processes are examined with awareness that basic practice processes are applicable in the variety of contexts which involve social workers. (3 hr. Lecture)

SPC 1016 FUNDAMENTALS OF SPEECH COMMUNICATION* (AA)3 CRS.**

This course will train the student in the basic principles of effective communication, including topics such as intrapersonal communication, interpersonal communication, listening, verbal communication, nonverbal communication, small group dynamics, and public speaking. The student develops poise and confidence through constant practice in presenting various materials via many communication experiences. The emphasis also lies on individual development and improvement. (3 hr. Lecture)

SPC 1300 INTRODUCTION TO INTERPERSONAL COMMUNICATION (AA)3 CRS.

This course introduces students to the communication skills needed in one-on-one relationships in everyday interaction. Topics included are communication competence, perception, self-awareness, conflict, the impacts of culture and listening. An emphasis is on awareness of communication skills and problems in relationships. Many experiential activities are included. (3 hr. Lecture)

SPC 1601 PUBLIC SPEAKING (AA)3 CRS.

PREREQUISITE: SPC 1016

Intensive study of public speaking reviewing briefly principles of speech preparation, organization and delivery. Extensive practice in specialized types of speech communication experiences common to those called on to give speeches in public (3 hr. Lecture)

SPC 2052 VOICE AND DICTION (AA)3 CRS.

Introduces vocal mechanism and function; improves vocal quality and expressiveness, articulation and pronunciation; and practice in International Phonetic Alphabet. (3 hr. Lecture)

SPC 2511 ARGUMENTATION AND DEBATE (AA)3 CRS.

PREREQUISITE: SPC 1016

This course will cover the principles of argumentation including analysis of propositions, use and evaluation of evidence, and modes of reasoning with specific application in an educational-debate format. (3 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

SPN 1120 ELEMENTARY SPANISH I (AA)4 CRS.

Basic beginning class to develop communicative skills including vocabulary building, grammar drills, pronunciation, and short writing exercises. With a conversational emphasis, cultural aspects of the language will be discussed. (4 hr. Lecture)

SPN 1121 ELEMENTARY SPANISH II (AA)4 CRS.

PREREQUISITE: SPN 1120 or equivalent

Continuation of SPN 1120. (4 hr. Lecture)

SPN 1170 SPANISH IMMERSION STUDY PROGRAM (AA)6 CRS.

PREREQUISITE: Instructor's consent - no language prerequisite; however, prior Spanish course work is strongly recommended.

Four week home-stay program in either Salamanca, Spain, San Miguel de Allende, Mexico or Costa Rica conducted entirely in Spanish to increase oral proficiency. (6 hr. Lecture)

SPN 2200 INTERMEDIATE SPANISH I (AA)3 CRS.

PREREQUISITE: SPN 1121 or equivalent

In-depth comprehension of grammar and composition with attention to pronunciation. Vocabulary building is emphasized along with written exercises and conversation. (3 hr. Lecture)

SPN 2201 INTERMEDIATE SPANISH II (AA)3 CRS.

PREREQUISITE: SPN 2200 or equivalent

Continuation of SPN 2200. Advanced grammar and composition are enhanced through translating, writing of themes and conversing. Appreciation of life and culture of native speakers is attained through lectures, reading and discussions of the history of Spain. Vocabulary building is emphasized along with written exercises and conversation. (3 hr. Lecture)

SPN 2240 INTERMEDIATE CONVERSATIONAL SPANISH I (AA)3 CRS.

PREREQUISITE: SPN 1121 or equivalent. May be taken before or after SPN 2241. The main objective is to increase oral proficiency.

Develops conversational skills, intensive oral practice and vocabulary building. (3 hr. Lecture)

SPN 2241 INTERMEDIATE CONVERSATIONAL SPANISH II (AA)3 CRS.

PREREQUISITE: SPN 1121 or equivalent. May be taken before or after SPN 2240. The main objective is to increase oral proficiency.

Develops conversational skills, intensive oral practice and vocabulary building. (3 hr. Lecture)

SPN 2340 SPANISH FOR NATIVE SPEAKERS (AA)3 CRS.

PREREQUISITE: Instructor's approval; Hispanic bilingual educated in the United States or hear-native speaker — has lived in a Spanish-speaking country.

Develops learner's language proficiency in oral, written, and cultural areas by focusing on the individual's needs. (3 hr. Lecture)

STA 1021 PROBABILITY AND STATISTICS (AA)1 CR.

PREREQUISITE: Successful completion of MAT 0020 or one year of high school algebra and passing score on placement test.

Introduces fundamental laws of probability, measures of central tendency, standard deviation and normal distribution. (1 hr. Lecture)

STA 2023 STATISTICS (AA) ..3 CRS.

PREREQUISITE: MAT 1033 or adequate score on the placement exam and two years of high school algebra.

Topics include: probability, random variables, hypothesis testing, confidence intervals, correlation, linear regression, small sample methods and non-parametric statistics. (3 hrs. Lecture)

SUR 1101C BASIC SURVEYING AND MAPPING (AS)4 CRS.

PREREQUISITE: MAC 1105

Introduction to equipment and methods used in surveying includes angle, distance and elevation measurements. (3 hr. Lecture, 2 hr. Lab)

SUR 1322C CAD FOR SURVEYORS (AS)2 CRS.

PREREQUISITES: SUR 1101, SUR 1640 AND SUR 1660

Preparation of typical drawings used in land surveying; introduction to computer operating systems; CAD methods; plotters. (1 hr. Lecture, 2 hr. Lab)

SUR 1640C LAND SURVEYING COMPUTATIONS (AS)4 CRS.

PREREQUISITES: SUR 1101 and MAC 1105

Introduction to errors and error analysis associated with surveying. (2 hr. Lecture, 4 hr. Lab)

SUR 2202C ROUTE GEOMETRICS (AS)4 CRS.

PREREQUISITES: SUR 1101C and MAC 1114

Covers geometric design of transportation systems, computer applications, comprehensive design project, spiral curves, superelevation theory and earthwork analysis. (2 hr. Lecture, 4 hr. Lab)

SUR 2301 PROJECT SURVEYING AND MAPPING (AS)3 CRS.

PREREQUISITE: SUR 1640

Procedures for map construction by field and photogrammetric means including control surveys, stadia, geometry of photographs, flight planning, photogrammetric measurements and equipment, map construction, earthwork volumes and applications. (3 hr. Lecture)

SUR 2321C PROFESSIONAL DRAFTING FOR SURVEYORS (AS)2 CRS.

Techniques and drawings for land surveys using computer methods. (1 hr. Lecture, 3 hr. Lab)

SUR 2401 LAND SURVEYING PRINCIPLES (AS)3 CRS.

PREREQUISITES: SUR 1101C and SUR 2301

Land boundaries, corners, areas; writing and interpreting legal descriptions; identification of land parcels; legal principles of boundary location; U.S. Government land survey systems. (3 hr. Lecture)

SUR 2431 LAND SURVEYING PRACTICE (AS)3 CRS.

PREREQUISITES: SUR 1101, SUR 2403 AND SUR 1660

Study of land survey practice; lot survey; sectionalized lands survey; water boundary survey; office and business practices; professional standing. (3 hr. Lecture)

SUR 2462C LAND PLANNING (AS)3 CRS.

PREREQUISITE: SUR 2301

Covers legal requirements for subdividing land; land development systems; subdivision planning; and comprehensive projects (2 hr. Lecture, 4 hr. Lab)

CHAPTER 9 - COURSE DESCRIPTIONS

**SUR 2500C ELECTRONIC AND
GEODETIC SURVEYING****(AS)4 CRS.****PREREQUISITES:** SUR 1101C, SUR 1650 AND
SUR 2403

EDM theory, calibration, distance measurements and reductions; map projections, state plane coordinates; practical astronomy, spherical trigonometry, observations for time, latitude, azimuth, line of position; least squares, theory and applications. (3 hr. Lecture, 2 hr. Lab)

**SYG 1230 AMERICAN MINORITIES
TODAY*** (AA)3 CRS.**

Explores historical and current principal minority groups in American life, tracing developments, contributions, values, character, heritage, social structure, etc., of each minority. Examines relations among ethnic and racial groups and general attitudes of mainstream Americans, focusing on ethnic prejudice, hostility, identity, solidarity and power movements. Written work: 2,000 words. Requires a grade of C or better for transfer for AA degree credit. (3 hr. Lecture)

**SYG 2000 INTRODUCTION TO
SOCIOLOGY*** (AA)3 CRS.**

Introduction to basic sociological concepts essential for understanding organized social life. The sociological approach to understanding human behavior includes data analysis, culture, socialization, social interaction, social structure, gender roles, education, religion, social movements, social institutions, sociological theories, demographic processes and social change. Written work: 2,000 words. Requires a grade of C or better for transfer for AA degree cr. (3 hr. Lecture)

**SYG 2010 AMERICAN SOCIAL
PROBLEMS*** (AA)3 CRS.**

Explores major social problems confronting American society including mental illness, crime, juvenile delinquency, economic insecurity, influences detrimental to family stability (divorce, alcoholism, gambling, drug addiction), race relations and related ethnic problems. Written work: 2,000 words. Requires a grade of C or better for transfer for AA degree credit (3 hr. Lecture)

**SYG 2361 DEATH AND DYING
(AA) 3 CRS.**

Issues and problems associated with death and dying resulting from changes in society encompassing grief, funeral practices, widowhood, suicide, life beyond death, moral and ethical issues. (3 hr. Lecture)

**SYG 2430 MARRIAGE AND FAMILY
(AA)3 CRS.**

Study of the continuum of human intimacy and attraction from sociological and social psychological perspectives by examining varieties of human intimacy arrangements with emphasis on marriage and family. Alternative life styles are also discussed. (3 hr. Lecture)

**TAR 1120C ARCHITECTURAL
DRAWING (AS)3 CRS.****PREREQUISITES:** ART 1201C & ART 1300C

Introduction to drafting methods for architecture emphasizes techniques to present clear and precise solutions to basic architectural problems of lettering, preliminary sketching, line quality, shapes, orthographic projection, perspective and architectural shades and shadows. (2 hr. Lecture, 2 hr. Lab)

**TAX 2000 FEDERAL INCOME TAX I
(AS)3 CRS.****PREREQUISITE:** ACG 2022 or permission of
instructor

Introduction to federal, state and local business taxes for students desiring an associate in science degree in Accounting Technology. Not transferable to a senior institution. (3 hr. Lecture)

**TAX 2010 FEDERAL INCOME TAX II
(AS)3 CRS.****PREREQUISITE:** TAX 2000 or equivalent

Continuation of TAX 2000 focusing on corporate income taxes. Also includes taxation of partnerships, estates and trusts and practice partnerships, estates and trusts and practice before the Internal Revenue Service. Not transferable to a senior institution. (3 hr. Lecture)

**THE 1000 THEATER
APPRECIATION*** (AA).....3 CRS.**

An introduction to the art, business and history of theater. The course is designed to increase the student's understanding and appreciation of the work of the various artists engaged in creating theater through a participatory approach. This course meets the needs of the General Education program in Humanities. Written work: 2,000 words minimum. Requires a grade of C or better for transfer for AA degree credit (3 hr. Lecture)

**THE 2051 THEATER FOR A
CHILDREN'S AUDIENCE
(AA)3 CRS.**

Analyses theory of children's theater, surveys the development within the American theater scene, studies functionality within the American community and materials available for use with children. (3 hr. Lecture)

**THE 2300 DRAMATIC LITERATURE
(AA)3 CRS.****PREREQUISITE:** THE 1000 Theater Appreciation

This course explores dramatic literature, and develops the student's knowledge and appreciation of the elements of literature through the study of selected scripts, playwrights and dramatic theories. Among these elements are the history of dramatic literature, genre study and the theory and practice of dramatic analysis and criticism. (3 hr. Lecture)

**TPA 1200 STAGECRAFT I
(AA)3 CRS.**

Lectures and classroom demonstration in construction, painting and handling of scenery, makeup and making properties. Crew hours are required. (3 hr. Lecture)

**TPA 1211 ADVANCED
STAGECRAFT (AA)3 CRS.****PREREQUISITE:** TPA 1210

Continuation of TPA 1210 emphasizing set design and lighting techniques and principles of designing and executing model sets and stage lighting in classroom demonstrations and experiences. (3 hr. Lecture)

**TPA 2290R TECHNICAL THEATER
LAB I (AA).....1 CR.**

This course is designed to provide hands-on experience in the backstage operation of a theater. The concentration of the course will vary depending on the skills of the student and the needs of the theater. (2 hr. Lab)

TPP 2110 ACTING I (AA)3 CRS.**PREREQUISITE:** THE 1000

This course is a study of the fundamental principles and techniques of acting. Training in pantomime, stage movement, characterization and motivation is given. (3 hrs)

TPP 2111 ACTING II (AA).....3 CRS.**PREREQUISITE:** TPP 2110

Continuation of TPP 2110 emphasizing processes of developing characterization and discovering relationships affecting character. Students study methods of auditioning, prepare a resume, and present monologues. (3 hr. Lecture)

CHAPTER 9 - COURSE DESCRIPTIONS

TPP 2190R REHEARSAL AND PERFORMANCE I (AA)1 CR.

This course is designed to provide hands-on experience in rehearsal and performance techniques for production. Emphasis is on the warm-up, reading, blocking and nuances of a role. Brief lectures will be given on the different design aspects as they apply to varying sizes of theatrical houses and audience-actor relationships. (2 hr. Lab)

TPP 2510 MOVEMENT FOR THE THEATER (AA)3 CRS.

Introduction to study, analysis and application of styles of movement required in theatrical productions emphasizing preparation to use physical characteristics appropriate for a play placed in a particular locale and time. Study of body language, analysis of movement, types and rhythms of movement and pantomime are included. (3 hr. Lecture)

VPI 0100 VOCATIONAL READING SKILLS (VC)1 VOC. CR.

For students needing improvement in literal reading comprehension skills prior to entering a vocational program. Following a diagnostic assessment, an individualized prescription is developed. A post-test is administered upon completion of the prescription. Graded passing or not passing (P-N). (20 hr. Lab)

VPI 0200 VOCATIONAL MATHEMATICS SKILLS (VC)1 VOC. CR.

For students needing to improve basic mathematics skills before entering a vocational program. Following diagnostic assessment, an individualized instructional prescription is developed. A post-test is administered at completion of the prescription. Graded passing or not passing. (P-N). (20 hr. Lab)

VPI 0300 VOCATIONAL ENGLISH SKILLS (VC)1 VOC. CR.

For students needing improvement in basic English skills prior to entering a vocational program. Following a diagnostic assessment, an individualized instructional prescription is developed. A post-test is administered at the completion of the prescription. Graded passing or not passing. (P-N) (20 hr. Lab)

WOH 1012 ANCIENT AND MEDIEVAL HISTORY (AA)....3 CRS.

Introduces theories of historical causation, origin of life in prehistoric times and emergence of early Mideastern and Mediterranean cultures in Mesopotamia, Egypt, Israel, and Persia emphasizing Western civilization's roots in ancient Greece, Rome and medieval Europe to 1500 A.D.; legacy of the East, the Byzantine and Islamic worlds. (3 hr. Lecture)

WOH 1022 MODERN WORLD HISTORY (AA)3 CRS.

Continuation of WOH 1012. Introduces the birth of the modern age in intellectual (Renaissance), religious (Reformation), economic, and navigational achievements of the period around 1500 and goes through the twentieth century emphasizing European civilization directly influencing American and modern world culture and increasing role and significance of Afro-Asian peoples is covered. (3 hr. Lecture)

ZOO 1010 GENERAL ZOOLOGY LECTURE (AA)3 CRS.

PREREQUISITE: BSC 1010;
CO-REQUISITE: ZOO 1010L

Introduction to structure, functioning, embryology and evolutionary relationships of representatives of major animal phyla culminating in man. (3 hr. Lecture)

ZOO 1010L GENERAL ZOOLOGY LABORATORY (AA)1 CR.

PREREQUISITE: BSC 1010;
CO-REQUISITE: ZOO 1010

Laboratory observation of representative groups of the animal kingdom. (2 hr. Lab)

ZOO 2710 COMPARATIVE VERTEBRATE ANATOMY (AA)3 CRS.

PREREQUISITES: ZOO 1010, ZOO 1010L;
CO-REQUISITE: ZOO 2710L

Introduces embryology and development of organ systems for main classes of vertebrates and origins and classification of chordates. (3 hr. Lecture)

ZOO 2710L COMPARATIVE VERTEBRATE ANATOMY LABORATORY (AA)1 CR.

CO-REQUISITE: ZOO 2710

Laboratory dissects representatives of major classes of vertebrates; lamprey, shark, necturus and cat. (4 hr. Lab)

CHAPTER 10 - PERSONNEL

DISTRICT**Administrative/Managerial Personnel****GALLON, DENNIS P.**

President
Ph.D., University of Florida

BECKER, RICHARD A.

Vice President, Administration
& Business Services
B.A., Mount Union College

COOPER, MARGARET

Controller
M.Ed., Colorado State
University

FAQUIR, HAMID

Director, Student Activities
& Athletics
M.Ed., Florida Atlantic
University

GRACE, ELLEN

Director, Human Resources
Ed.D., Virginia Polytechnic
& State University

GUILER, DOUGLAS B.

Director, Telecommunications
Networks & Computer
Resources
B.S., University of
North Florida

HALEY, VERNON E.

Vice President, Student
Services
M.S., Baruch College

HOLCOMB, JOAN F.

Dean, Career & Technical
Education
M.S., Florida International
University

JENNER, WILLIAM C.

Executive Director
B.A., Hiram College

JONES, RICHARD I.

Director, Purchasing
B.S., University of Palm Beach

MCCOLSKY, ERIN S.

Director, Government
Relations, Executive Assistant
to the President
M.S., Florida State University

PEAVLER, LAUREN O.

Director, Financial Aid
B.A., Rutgers University

SASS, SHARON A.

Vice President,
Academic Affairs
Ph.D., University of Nebraska

SCHMIEDERER, JOHN M.

Vice President, Workforce
Development/Provost
Ed.S., Florida Atlantic
University

TINSLEY, JACK T., JR.

Associate Vice President,
Information/Technology
M.B.A., University of
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WASUKANIS, JOHN T.

Director, Facilities
B.S., Lawrence Technological
University

ZETTLER, CHESTER H.

Director, Information
Technology
M.B.A., Georgia Southern
College

CAMPUS**ADMINISTRATIVE****Personnel, Academic Chairs
and Program Managers****ANDERSON, PATRICIA J.**

Acting Provost/Eissey
Ed.D., Florida Atlantic
University

BECK, R. CELESTE

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Ed.D., Florida Atlantic
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M.Ed., Florida Atlantic
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CHAPTER 10 - PERSONNEL

ZDROWAK, PAT

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Full-time Faculty**ADAMS, JOHN F.**

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- FISHER, JEFFREY A.**
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- FLISHER, RICHARD S.**
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- FONTENOT, DANNY W.**
Instructor, Culinary
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A.A., Florida Culinary Institute
- FROELICH, PATRICIA**
Senior Instructor,
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M.S., Long Island University
- GAILEY, JAMES R.**
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M.Ed., Georgia Southern
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- GARCIA, MARIA**
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M.S., Nova University
- GATTOZZI, KAREN B.**
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J.D., Suffolk Law School
- GERALDI, ROBERT**
Professor,
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Carolina
- GIBBLE, DAVID L.**
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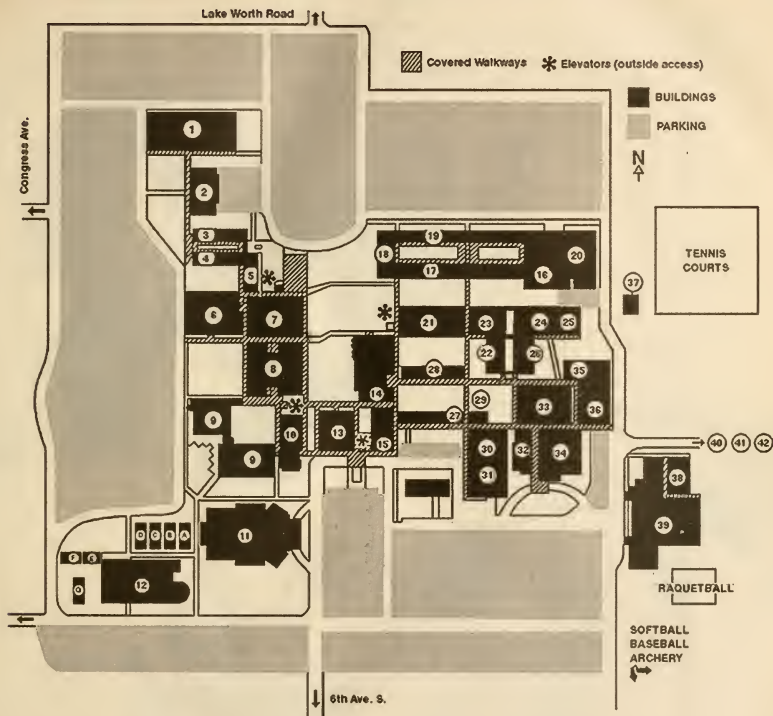
V

Veterans Affairs	15
Virtual College	35

W

Watson B. Duncan III	
Theatre	10
Weekend Business Institute	35
Withdrawal Policy	24

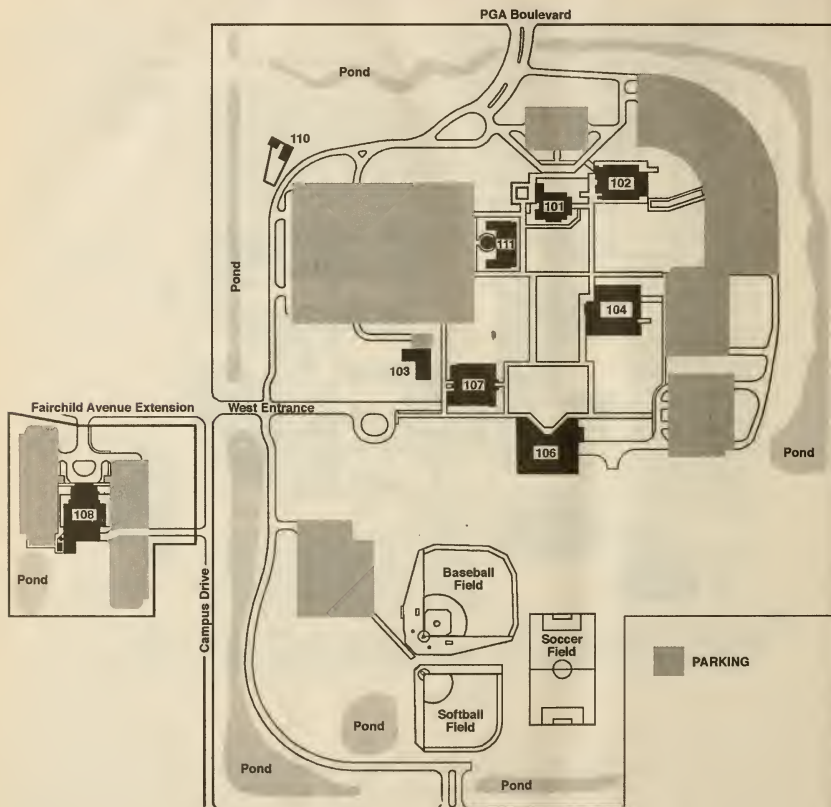
LAKE WORTH CAMPUS MAP



Palm Beach Community College Central Campus
 4200 Congress Avenue, Lake Worth, FL 33461-4796

- | | | | |
|--|--|--|---------------------------------------|
| 1. Dental Health - DH | 12. <i>Beachcomber</i> - Student Publication | 22. Security Office | 32. Watson B. Duncan III Theatre - AU |
| 2. Technical Laboratory - TL | 13. Under Renovation | 23. Bookstore | 33. Humanities - HU |
| 3. Technical - TE | 14. Under Renovation | 24. Financial Aid | 34. Count and Countess de Hoemle |
| 4. Philip O. Lichtblau Allied Health Center - AH | 15. Under Renovation | 25. Cafeteria | Technology Center - TC |
| 5. Graphic Communications | 16. Under Renovation | 26. Student Activities Center - SAC | Reading, Math, Academic Support Lab, |
| 6. Business Administration - BA | 17. Britton G. Sayles Social Science - SS | 27. Testing Center, Disabled Services | Provost's Office, CAD/Drafting Lab |
| 7. Harold C. Manor Library - LLRC/LC | 18. Science - SC | 28. Tennis Shop | 35. District Warehouse |
| 8. District Data Processing - DP | 19. President's Dining Room | 29. Claude A. Edwards District Facilities Office | 36. Central Campus Facilities |
| 9. G. Tony Tate District Offices | 20. Criminal Justice - CJ | 30. Fitness Center | |
| 10. Cashier's Office/Finance | 21. Paul J. Glynn Student Services Center, Admissions, Advising, Career Center Counseling, Nurse & Registrar | 31. Elisabeth W. Erling Gymnasium - PE/GYM | |
| 11. Paul W. Graham Continuing Studies - CE | | | |

PALM BEACH GARDENS CAMPUS MAP

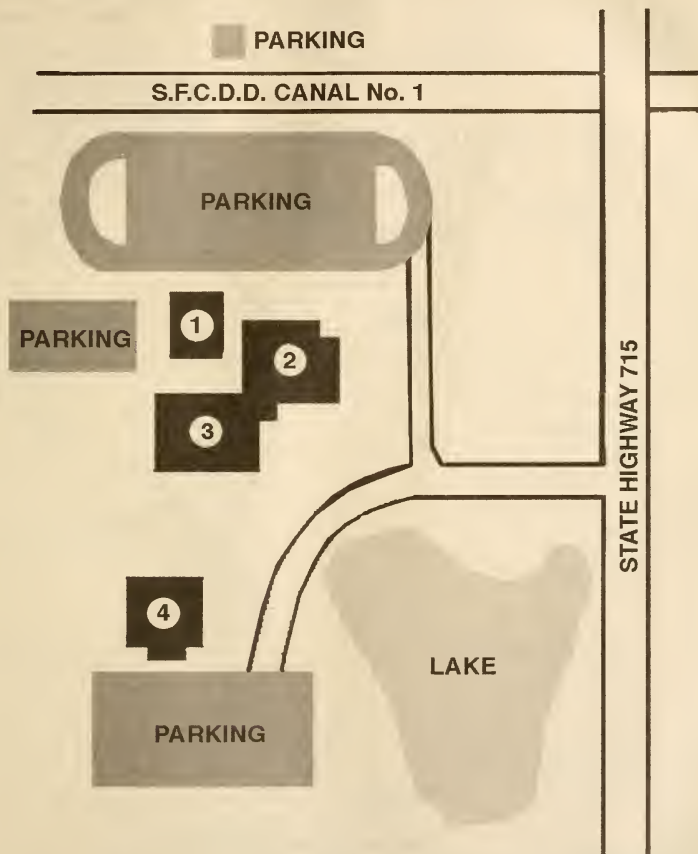


Palm Beach Community College Edward M. Eissey Campus
 3160 PGA Boulevard, Palm Beach Gardens, FL 33410-2893

- 101 Administration
- 102 Classroom Building
- 103 Mechanical Building
- 104 LLRC/Lab
- 106 Burt Reynolds Student Center

- 107 Philip D. Lewis Center for
Business and Industry Technology
- 108 Edward M. Eissey Campus Theatre
- 110 Greenhouse
- 111 Classroom Building

BELLE GLADE CAMPUS MAP



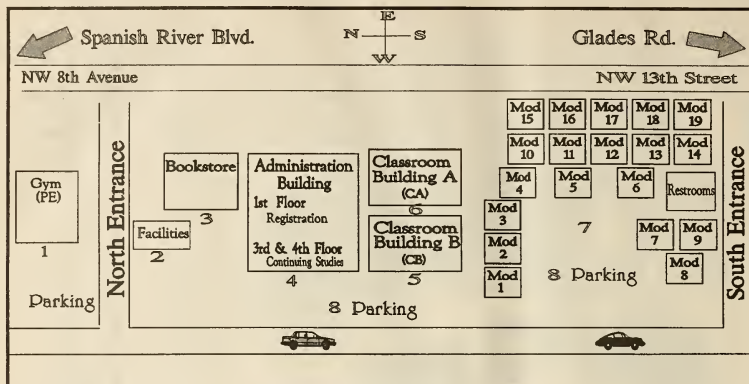
Palm Beach Community College Glades Campus
1977 College Drive, Belle Glade, FL 33430-3699

1. Physical Plant

2-3. Registration/Administration/Classrooms

4. Dolly Hand Cultural Arts Center

BOCA RATON CAMPUS MAP



1. Gymnasium and Tennis Courts

2. Facilities Department

3. Bookstore

4. Administration Building (AD)

1st Floor:

Admissions/Registration
Registrar
Counseling
Financial Aid
Service Center
Cashier
Cafeteria
Career Center
Student Organizations

3rd Floor:

Computer Resources
Director of Continuing Studies

4th Floor:

Dean of Student Services
Division I Chair
Division II Chair
Provost

5. Classroom Building B (CB)

1st Floor:

Art Studio
Science Labs

2nd Floor:

Faculty Workroom
Center for Personalized Instruction (CPI)
Math, English (Writing), Reading,
Computer Labs
Media Services

6. Classroom Building A (CA)

1st/2nd Floors:

Faculty Workrooms
Computer Classrooms

7. MODS 1-19:

MOD 3 - Testing Center

8. Parking Areas

Important Telephone Numbers

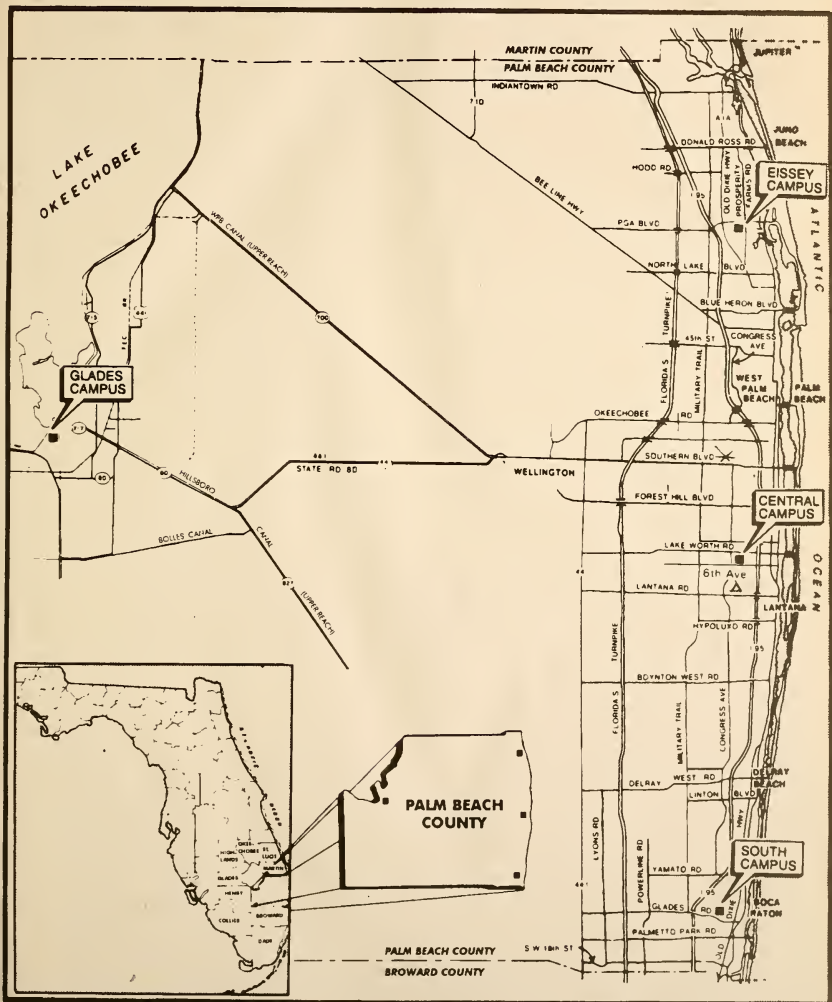


• General Information	367-4500	
• Admissions/Registration	367-4580	• CPI
• Bookstore	347-0480	• Counseling
• Cashier	367-4505	• Financial Aid
• Continuing Studies	367-4516	• Service Center
		367-4553
		367-4508
		367-4512
		367-4525

Directions

From Glades Road: Enter FAU (east of I-95) at the east entrance (NW 13 Street). Go approximately 1.5 miles through three stop signs. After the third stop sign (Lee Street), the entrance to PBCC is on the left.
From Spanish River Boulevard: Go south on NW 8 Avenue. The entrance to PBCC is on the right.

PALM BEACH COUNTY MAP





Palm Beach Community College

Application for Admission - Credit Programs

(AA, AS, Credit Certificates, Non-Degree)

ASSOCIATE IN ARTS (AA) PROGRAMS

<u>PGM ID</u>	<u>PROGRAM</u>
1000	All AA Programs

ASSOCIATE IN SCIENCE (AS) PROGRAMS

ALLIED HEALTH

<u>PGM ID</u>	<u>PROGRAM</u>
2512	Dietetic Technician
	EMS Management
2449	Education
2447	Supervisory
2448	Technology
2150	Pre-Dental Hygiene
2300	Pre-Nursing
2241	Pre-Occupational Therapy Assistant
2147	Pre-Respiratory Care
2308	Pre-Radiography

ART

	Graphic Design
2011	Graphic Design
2010	Production
2012	Interior Design Assistant

BUSINESS

	Accounting Technology
2050	Staff Accounting
2047	Full Charge Bookkeeper
2057	Business Administration & Mgmt.
	Computer Info. System Analysis
2126	Programming
2124	Application
2075	Financial Services
2193	Industrial Management Technology
2505	Legal Assisting
	Marketing Management
2055	Retailing
2046	Management
	Office Systems Technology
2514	Office Systems
2518	Word Processing

COMMUNICATIONS

2282	Film, Television & Video Prod. Tech
------	-------------------------------------

CRIMINAL JUSTICE

	Criminal Justice Technology
2605	Corrections Officer
2606	Law Enforcement Officer

ASSOCIATE IN SCIENCE (AS) PROGRAMS - Cont.

ENGINEERING & TECHNOLOGY

<u>PGM ID</u>	<u>PROGRAM</u>
2198	Building Construction Tech.
2178	Drafting & Design Tech.
2177	Electronics Engineering Tech.
2195	Fire Science Technology
2191	Ornamental Horticulture Tech.
	Professional Pilot
2197	Professional Pilot
2172	Operations
2171	Maintenance Mgmt.
2179	Land Surveying

FOOD SERVICE/HOSPITALITY MGMT.

2049	Culinary Management
2060	Hospitality Management

HUMAN SERVICES / CHILD CARE

	Child Development & Educ.
2342	Traditional
2349	Montessori Specialization
2345	Human Services Technology

MUSIC

	Theatre & Entertainment Tech.
2274	General Music
2283	Popular Music & Jazz
2285	Dance

CREDIT CERTIFICATE

<u>PGM ID</u>	<u>PROGRAM</u>
4314	Pre-ATC Nursing
5146	Pre-Dental Assisting
6452	Pre-Paramedic
5157	Pre-Respiratory
5281	Film, Television & Video Prod.
5600	Law Enforcement
5601	Correction

NON-DEGREE PROGRAMS

<u>PGM ID</u>	<u>PROGRAM</u>
3407	Employment Related
3408	Personal Improvement
3409	Transient Student
	(Must include Transient letter)
	High School Dual Enrollment
3800	Public School
3801	Private School
3802	Home School
	Early Admission
3803	Public School
3804	Private School
3805	Home School

PBCC GENERAL INFORMATION

(561) 930-2001
(TOLL FREE IN PALM BEACH COUNTY)

CENTRAL CAMPUS (Lake Worth)

4200 Congress Avenue
Lake Worth, FL 33461-4796
Admission Information (561) 439-8102
Records/Registration (561) 439-8100

EISSEY CAMPUS (Palm Beach Gardens)

3160 PGA Boulevard
Palm Beach Gardens, FL 33410-2893
Admission Information (561) 625-2400
Records/Registration (561) 625-2425

GLADES CAMPUS (Belle Glade)

1977 College Drive
Belle Glade, FL 33430-3699
Admission Information (561) 996-3055
Records/Registration (561) 996-3055

SOUTH CAMPUS (Boca Raton)

3000 Saint Lucie Avenue
Boca Raton, FL 33431-6490
Admission Information (561) 367-4580
Records/Registration (561) 367-4580

Palm Beach Community College
Dennis P. Gallon, Ph.D., President

www.pbcc.cc.fl.us

An Equal Opportunity Institution

APPLICATION INFORMATION AND INSTRUCTIONS

- APPLICATION:** Complete the application form in detail and forward it to the admissions office at the designated campus you plan to attend. International applications must be sent directly to the Central Campus. **Applications not complete will be returned.**
- APPLICATION FEE:** \$20 U.S. citizen. \$30 international, U.S. currency (F-1, I-20 students only). **Non-refundable.**
- TRANSCRIPTS:** All final transcripts should be received prior to orientation and registration.
- PLACEMENT TEST:** Each first-time-in-college student and transfer student who has not successfully completed college-level math and/or English must furnish official test scores from the FCELT, E-ACT, SAT-I not older than 2 years prior to admission date. If you have not yet taken one of the placement tests listed above, contact the testing center on the campus where you will register.
- ORIENTATION:** Orientation is required of all first-time-in-college degree seeking students before registration of classes.
- LIMITED ACCESS PROGRAMS:** Admission to the college neither constitutes nor guarantees admission to Limited Access programs. If you plan to enter one of the following programs, you must request the separate application packet for the specific program. The application, limited access processing fee, and records must be submitted to the campus designated on that application. Limited Access programs include:
DENTAL ASSISTING • DENTAL HYGIENE • DIETETIC TECH • NURSING (Except LPN to RN and Advanced)
OCCUPATIONAL THERAPY ASSISTANT • PARAMEDIC • RADIOGRAPHY • RESPIRATORY CARE.
- RECORDS:** Any student falsifying their application or records will be subject to immediate dismissal without a refund. All credentials submitted become the property of the College and cannot be returned.
- FINAL ACCEPTANCE:** Even though you may receive a conditional acceptance and be permitted to register for classes, final acceptance is contingent upon receipt of all required documents, including official high school transcript, GED transcript or transcripts of all previous college work attempted. Official documents are those mailed directly from your previous institution to PBCC.
- CAREER CENTER:** If you are unsure of your program of study or career objectives, or are in need of a job, contact the career center on the campus you plan to attend.
- STUDENT HOUSING:** For information on student housing located near the Lake Worth Campus, please call Panther Park 561/582-9100.

-
1. **U.S. SOCIAL SECURITY NUMBER** - (International students not having this number will be assigned a student number). This number is used in federal and state reports only. It is important that this information be complete and accurate.
 2. **NAME** - Exact legal name. Include all names under which materials will be sent. Print clearly.
 3. **LOCAL ADDRESS** - Address where you will be living while attending PBCC.
 4. **PERMANENT ADDRESS** - Permanent home address.
 5. **HOME TELEPHONE NUMBER** - Include area code.
 6. **WORK NUMBER** - If applicable, indicate number and include area code.
 7. **E-MAIL ADDRESS** - Indicate, if applicable.
 8. **GENDER** - This information is used in federal and state reports only. It is important that this information be complete and accurate.
 9. **RACE/ETHNIC ORIGIN** - Required for Office of Civil Rights reports.
 10. **PRIMARY LANGUAGE** - The language you use more than 50% of the time.
 11. **DATE OF BIRTH and PLACE OF BIRTH** - This is used in federal and state reports only. It is important that this information is complete and accurate. Include month, day and year; and state or country.
 12. **ENROLLMENT STATUS** - Indicate appropriate status.
 13. **HIGH SCHOOL** - Indicate the name and request an official transcript from the last high school attended.
GED - Indicate the state and date issued. Official transcript of scores must be sent directly to PBCC from issuing agency.
 14. **COLLEGE/UNIVERSITY** - Indicate the name and request an official transcript from all colleges and universities attended.
Omission of any previous institutions constitutes falsification of records and voids application.
 15. **HOME CAMPUS DESIGNATION** - The home campus designation is the campus where your records will be retained. Transcript(s) must be submitted to the College Registrar's Office -- 4200 Congress Avenue, Lake Worth, FL 33461-- with the exception of Limited Access programs (these records must be submitted to the campus designated on the application) and international applications (these records must be submitted to the College Registrar). Any questions concerning academic advisement or your student records should be directed to your home campus.
 16. **ADMISSION DATE** - Enter the year and check the term that you plan to take your first class.
 17. **STUDENT PROGRAM OBJECTIVE** - Indicate your intended PBCC program of study.
A.A. (Associate in Arts Degree) - Students planning to attend a four-year college or university after graduation from PBCC.
A.S. (Associate in Science Degree) - Students interested in completing their formal college education at PBCC in a specialized business, technical or professional program. (refer to cover for codes)
Non-Degree - Students who have earned a high school diploma or GED, or have been enrolled in a regionally accredited college or university, and plan to take one or more courses for job advancement, personal improvement, or general interest, and do not plan on obtaining any type of degree at this time may classify themselves as non-degree. **Students in this category cannot receive financial aid.**
Refer to PBCC Catalog for additional information. (refer to cover for codes)
 18. **CITIZENSHIP** - Indicate your citizenship status. Resident aliens must submit copies of both sides of their resident alien card and write their alien number at #12 on the back of the application. International students and refugees must submit copies of their immigration papers or visas.

PALM BEACH COMMUNITY COLLEGE

APPLICATION FOR ADMISSION - CREDIT PROGRAMS

Please Type or Print Clearly

1. U.S. SOCIAL SECURITY NUMBER _____ -- _____ -- _____

2. NAME ☐ Mr. _____ ☐ Mrs. _____
☐ Ms. LAST FIRST MIDDLE/MAIDEN SUFFIX

Please list all previous names under which documents may be sent. _____

3. LOCAL ADDRESS _____
 NUMBER AND STREET ADDRESS CITY

COUNTY (OR PROVINCE) STATE ZIP CODE

4. PERMANENT ADDRESS ☐ Check here if same as local address

NUMBER AND STREET ADDRESS CITY COUNTY (OR PROVINCE) STATE ZIP CODE

5. HOME TELEPHONE () _____

6. WORK NUMBER () _____

7. E-MAIL ADDRESS _____

8. GENDER ☐ Female ☐ Male

9. RACE/ETHNIC ORIGIN (Check up to two)

- ☐ Asian or Pacific Islander (A)
☐ Black (Non-Hispanic) (B)
☐ Hispanic (H)
☐ American Indian/Alaskan Native (I)
☐ White (Non-Hispanic) (W)
☐ Other (X)

10. Is English your primary language? ☐ Yes ☐ No
 If no, what is your primary language? _____

11. DATE OF BIRTH _____ -- _____ -- _____
 Month Day Year

STATE OR COUNTRY OF BIRTH _____

12. ENROLLMENT STATUS

- ☐ High School/GED Graduate (NH)
☐ Transfer (NT)
☐ Transient (NT)
☐ Readmission to PBCC (RH or RT) **OR**
☐ Dual Enrolled High School Student (ND)
☐ Early Admission High School Student (NE) **GED**

13. HIGH SCHOOL _____

Name of School _____ Graduated _____ -- _____
 City/State _____ Month Year
 State of Issue _____ Date of Issue _____ -- _____
 Month Year

14. COLLEGE/UNIVERSITY

List all postsecondary colleges or universities you have attended. Omission of any constitutes falsification of records and voids application.

NAME OF INSTITUTION	CITY/STATE	DATES	DEGREES	CREDIT

To list more college/universities, attach separate page.

15. HOME CAMPUS DESIGNATION See cover for addresses

- ☐ Central (*Lake Worth*) ☐ Eisey (*Palm Beach Gardens*)
☐ Glades (*Belle Glade*) ☐ South (*Boca Raton*)

16. ADMISSION DATE

Year _____
☐ Fall Term (1) ☐ Spring Term (2) ☐ Summer (3)

17. STUDENT PROGRAM OBJECTIVE

- ☐ AA **1000** Intended career goal _____
☐ AS degree program code # _____ (See cover for Codes)
☐ Non-degree program code # _____ (See cover for Codes)

18. CITIZENSHIP (Carefully read # 18 on application information page.)

- ☐ U.S. Citizen (C) ☐ Permanent Resident Alien (P)
☐ Asylee or Refugee Alien (A) ☐ Other, Non-U.S. Citizen (X)
☐ F-1 Visa Student (F) Home Country _____

I agree to the release of any transcripts and test scores to this institution, including but not limited to, any SAT, Achievement Test and ACT score reports that this institution may request from other institutions, the College Board or ACT. PBCC may release copies of my official PBCC transcript to other institutions to which I make application. No further authorization is necessary. I understand that falsification or omission of any information may result in my rejection or dismissal by the College.

Student's Signature _____

Date _____

Read and complete residency information on reverse side of this page. Applicants who omit this information will be classified as a non-resident for tuition purposes.

*** MUST COMPLETE REVERSE SIDE ***

INFORMATION FOR RESIDENCE CLASSIFICATION

A Florida "resident for tuition" is a person (or a dependent person whose parent or legal guardian) who has established and maintained legal residence in Florida for at least 12 consecutive months. Residence in Florida must be a bonafide domiciliary rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. Other persons not meeting the 12 month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature. All other persons are ineligible for classification as a Florida "resident for tuition purposes."

To qualify as a Florida "resident for tuition purpose", you must be a U.S. citizen, permanent resident alien or a legal alien granted indefinite stay by the Immigration and Naturalization Service. Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal resident of the same state as their parents. Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education. Documents supporting the establishment of legal residence must be dated, issued or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought.

DEFINITIONS

- DEPENDENT:** A person for whom 50 percent or more of his/her support is provided by another as defined by the Internal Revenue Service.
INDEPENDENT: A person who provides more than 50 percent of his/her support.
 (A copy of your most recent tax return or other documentation may be requested to establish dependence/independence.)

FLORIDA RESIDENT FOR TUITION PURPOSES AFFIDAVIT

(IF YOU DO NOT QUALIFY, SIMPLY SIGN THE NON-FLORIDA RESIDENT SECTION BELOW)

- ☐ 1. I am an independent person and have maintained legal residence in Florida for at least 12 months.
☐ 2. I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least 12 months.
☐ 3. I am a dependent person who has resided for five years with an adult relative other than my parent or legal guardian and my relative has maintained legal residence in Florida for at least 12 months.
☐ 4. A Florida public college/university declared me a resident for tuition purposes. Name of institution _____
☐ 5. I am married to a person who has maintained legal residence in Florida for at least 12 months. I have established legal residence and intend to make Florida my permanent home. (Copy of marriage certificate required.)
☐ 6. I abandoned my Florida domicile less than 12 months ago, and am now re-establishing Florida legal residence.
☐ 7. According to the United States Immigration and Naturalization Service, I am a permanent resident alien or other legal alien granted indefinite stay. I have maintained domicile in Florida for at least 12 months. (INS documentation required.)
☐ 8. I am a member of the armed services of the United States and am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida [or I am the member's spouse or dependent child]. (Copy of employment verification required.)
☐ 9. I am a full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education [or I am the employee's spouse or dependent child]. (Copy of employment verification required.)
☐ 10. I am part of the Latin American/Caribbean scholarship program. (Copy of employment required.)
☐ 11. I am a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program (S.240.551, F.S.). (Copy of card required.)
☐ 12. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch [or I am the student's spouse or dependent child].
☐ 13. I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
☐ 14. I am a full-time student participating in a linkage institute. (S.240.137, F.S.)

ATTACHED COPIES OF DOCUMENTATION INDICATED ABOVE—ADDITIONAL DOCUMENTATION (e.g., copies of voter's registration, driver's license, tax returns, deeds, etc.) may be required by the College in some cases. ALL DOCUMENTATION IS SUBJECT TO VERIFICATION. Someone other than the applicant (e.g., parent) should complete this affidavit if the applicant is dependent or seeks to be classified as a Florida resident by virtue of a relationship; otherwise, the applicant must complete this affidavit. **PLEASE PRINT:**

1. Name of Applicant: _____ 2. Student SSN: _____
 (The CLAIMANT is the person who is claiming Florida residency, e.g., the applicant (if independent), parent, spouse or legal guardian. All of the questions below pertain to the claimant.)
 3. Name of Claimant: _____ 4. Relationship of Claimant to Applicant: _____
 5. Permanent Legal Address of Claimant: _____
 6. ()
 Telephone Number of Claimant _____ City _____ State _____ Zip _____
 7. Date Claimant Began Establishing Legal Florida Residence and Domicile: _____ mm/dd/yy
 8. Claimant's Voter Registration: State: _____ County: _____ Number: _____ Original Issue Date: _____ mm/dd/yy
 9. Claimant's Drivers License: State: _____ Number: _____ Issue Date: _____ mm/dd/yy
 10. Claimant's Vehicle Registration: State: _____ License Tag Number: _____ Issue Date: _____ mm/dd/yy
 11. Citizenship: ☐ U.S. Citizen ☐ Permanent Resident Alien ☐ Asylee or Refugee Alien ☐ Other: _____
 12. Non-U.S. Citizen Only: Resident Alien Number: _____ Date Card Issued: _____ (Copy of both sides of card required) mm/dd/yy

By my signature, I affirm that all of the application information and residency statements herein are true, complete and correct.

ADDITIONAL DOCUMENTATION MAY BE REQUESTED BY THE INSTITUTION

I do hereby swear or affirm that the above-named applicant meets all requirements indicated in the category checked above for classification as a Florida "resident for tuition purposes". I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes, and that a false statement in this affidavit may subject the above-named student to the penalties for making a false or fraudulent statement.

Signature in Ink of Applicant _____ and of _____ Person Claiming Florida Residency if other than Applicant _____ Date _____

NON-FLORIDA RESIDENTS ONLY

I understand I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for a future term, it will be necessary for me to file the required documentation prior to the beginning of the term in order to be considered for Florida residency classification.

Signature in Ink _____

Date _____



Palm Beach Community College

Application for Admission

Post Secondary Adult Vocational Certificate Programs (PSAV)

PGM ID	PROGRAM
5044	Accounting Operations
5519	Administrative Assistant
5208	Architectural Drafting
5348	Child Development Associate (CDA) ♦
5017	Commercial Art
5088	Commercial Foods
5045	Customer Service Representative
5170	Electrical Apprenticeship
5211	Electrical Drafting
5167	Electronic Technology
5440	Emergency Medical Technician (EMT)
5043	Firefighter
5210	Mechanical Drafting
5086	Medical Coder Specialist
5084	Medical Secretary
5085	Medical Transcription
5520	PC Support Services
5174	Plumbing Apprenticeship
5209	Structural Drafting
5206	Truck Driving Class A - CDL ♦ (Tractor Trailer)
5207	Truck Driving Class B - CDL ♦ (Truck & Bus)

PBCC GENERAL INFORMATION

(561) 930-2001

(TOLL FREE IN PALM BEACH COUNTY)

CENTRAL CAMPUS (*Lake Worth*)

4200 Congress Avenue

Lake Worth, FL 33461-4796

Admission Information (561) 439-8102

Records/Registration (561) 439-8100

EISSEY CAMPUS (*Palm Beach Gardens*)

3160 PGA Boulevard

Palm Beach Gardens, FL 33410-2893

Admission Information (561) 625-2400

Records/Registration (561) 625-2425

GLADES CAMPUS (*Belle Glade*)

1977 College Drive

Belle Glade, FL 33430-3699

Admission Information (561) 996-3055

Records/Registration (561) 996-3055

SOUTH CAMPUS (*Boca Raton*)

3000 Saint Lucie Avenue

Boca Raton, FL 33431-6490

Admission Information (561) 367-4580

Records/Registration (561) 367-4580

Palm Beach Community College

Dennis P. Gallon, Ph.D., President

www.pbcc.cc.fl.us

An Equal Opportunity Institution

♦ **DOES NOT REQUIRE THE TABE EXAM.**

APPLICATION INFORMATION AND INSTRUCTIONS

APPLICATION: Complete the application form in detail, and mail them to the campus you plan to attend or drop off any campus Admission Office.

Incomplete applications will be returned.

ADMISSIONS PROCEDURE: Each student who wishes to enroll in a course within a PSAV Certificate Program must:

1. Complete the PSAV application and submit to the Registrar Office at any campus.
2. Request transcripts be sent to PBCC from all previous college work attempted.

* *NOTE: Students who have earned an AA degree or higher level may be exempt from taking the TABE exam. Transcript(s) must be received prior to enrollment.*

3. Pay \$10 to the Cashier's Office to take the TABE test.
4. Proceed to the Testing Center to schedule the TABE.
5. After receiving the results of the TABE, you may register for the appropriate course work or remediation.

RECORDS: Any students falsifying application records will be subject to immediate dismissal without a refund. All submitted credentials become the property of the College and cannot be returned.

FINAL ACCEPTANCE: Even though you may receive a conditional acceptance and be permitted to register for classes, final acceptance is contingent upon receipt of all required documents, including official high school transcript, GED transcript or transcripts of all previous college work attempted. Official documents are those mailed directly from your previous institution to PBCC.

CAREER CENTER: If you are unsure of your college major or career objectives, contact the career center on the campus you plan to attend.

STUDENT HOUSING: For information on student housing located near Lake Worth Campus, please call Panther Park 561/582-9100.

1. **U.S. SOCIAL SECURITY NUMBER** - This number is used in federal and state reports only. It is important that this information be complete and accurate.

2. **NAME** - Exact legal name. Include all names under which materials will be sent. Print clearly.

3. **LOCAL ADDRESS** - Address where you will be living while attending PBCC.

4. **PERMANENT ADDRESS** - Permanent home address.

5. **HOME TELEPHONE NUMBER** - Include area code.

6. **WORK NUMBER** - If applicable, indicate number and include area code.

7. **E-MAIL ADDRESS** - Indicate, if applicable.

8. **GENDER** - This information is used in federal and state reports only. It is important that this information be complete and accurate.

9. **RACE/ETHNIC ORIGIN** - Required for Office of Civil Rights reports.

10. **PRIMARY LANGUAGE** - The language you use more than 50% of the time.

11. **DATE OF BIRTH and PLACE OF BIRTH** - This is used in federal and state reports only. It is important that this information is complete and accurate. Include month, day and year; and state or country.

12. **ENROLLMENT STATUS** - Indicate appropriate status.

13. **HIGH SCHOOL** - Indicate the name and request an official transcript from the last high school attended.

14. **GED** - Indicate the state and date issued. Official transcript of scores must be sent directly to PBCC from issuing agency.

15. **COLLEGE/UNIVERSITY** - Indicate the name and request an official transcript from all colleges and universities attended. Omission of any previous institutions constitutes falsification of records and voids application.

16. **HOME CAMPUS DESIGNATION** - The home campus designation is the campus where your records will be retained. Transcript(s) must be submitted to the College Registrar's Office -- 4200 Congress Avenue, Lake Worth, FL 33461-- with the exception of Limited Access programs (these records must be submitted to the campus designated on the application) and international applications (these records must be submitted to the College Registrar). Any questions concerning academic advisement or your student records should be directed to your home campus.

17. **ADMISSION DATE** - Enter the year and check the term that you plan to take your first class.

18. **STUDENT PROGRAM OBJECTIVE** - Indicate your intended PBCC program of study (*refer to cover for codes*).

19. **CITIZENSHIP** - Indicate your citizenship status. Resident aliens must submit copies of both sides of their resident alien card and write their alien number at #12 on the back of the application. International students and refugees must submit copies of their immigration papers or visas.

PALM BEACH COMMUNITY COLLEGE

APPLICATION FOR ADMISSION - POST SECONDARY VOCATIONAL CERTIFICATE (PSAV)

Please Type or Print Clearly

1. U.S. SOCIAL SECURITY NUMBER _____

2. NAME ☐ Mr. ☐ Mrs. ☐ Ms. LAST FIRST MIDDLE/MAIDEN SUFFIX

Please list all previous names under which documents may be sent. _____

3. LOCAL ADDRESS _____
NUMBER AND STREET ADDRESS CITY

COUNTY (OR PROVINCE) STATE ZIP CODE

4. PERMANENT ADDRESS ☐ Check here if same as local address

NUMBER AND STREET ADDRESS CITY COUNTY (OR PROVINCE) STATE ZIP CODE

5. HOME TELEPHONE () 6. WORK NUMBER ()

7. E-MAIL ADDRESS 8. GENDER ☐ Female ☐ Male

9. RACE/ETHNIC ORIGIN (Check up to two)

- ☐ Asian or Pacific Islander (A)
☐ Black (Non-Hispanic) (B)
☐ Hispanic (H)
☐ American Indian/Alaskan Native (I)
☐ White (Non-Hispanic) (W)
☐ Other (X)

10. Is English your primary language? ☐ Yes ☐ No
 If no, what is your primary language? _____

11. DATE OF BIRTH _____
 Month Day Year
 STATE OR COUNTRY OF BIRTH _____

2. ENROLLMENT STATUS

- ☐ High School/GED Graduate (NH)
☐ Transfer (NT)
☐ Transient (NT)
☐ Readmission to PBCC (RH or RT)
☐ Dual Enrolled High School Student (ND)
☐ Early Admission High School Student (NE) **GED**

13. HIGH SCHOOL

Name of School _____
 City/State Country Graduated _____
 Month Year
 State of Issue Date of Issue _____
 Month Year

4. COLLEGE/UNIVERSITY

List all postsecondary colleges or universities you have attended. Omission of any constitutes falsification of records and voids application.

NAME OF INSTITUTION	CITY/STATE	DATES	DEGREES	CREDIT

To list more colleges/universities, attach separate page.

5. HOME CAMPUS DESIGNATION See cover for addresses

- ☐ Central (Lake Worth) ☐ Eisseey (Palm Beach Gardens)
☐ Glades (Belle Glade) ☐ South (Boca Raton)

16. ADMISSION DATE

Year _____
☐ Fall Term (1) ☐ Spring Term (2) ☐ Summer (3)

7. STUDENT PROGRAM OBJECTIVE

☐ Vocational/Certificate program code # _____ (See cover for Codes)

18. CITIZENSHIP (Carefully read # 18 on application information page)

- ☐ U.S. Citizen (C) ☐ Permanent Resident Alien (P)
☐ Asylee or Refugee Alien (A) ☐ Other, Non-U.S. Citizen (X)
☐ F-1 Visa Student (F) Home Country _____

I agree to the release of any transcripts and test scores to this institution, including but not limited to, any SAT, Achievement Test and ACT score reports that this institution may request from other institutions, the College Board or ACT. PBCC may release copies of my official PBCC transcript to other institutions to which I make application. No further authorization is necessary. I understand that falsification or omission of any information may result in my rejection or dismissal by the College.

Student's Signature _____

Date _____

Read and complete residency information on reverse side of this page. Applicants who omit this information will be classified as a non-resident for tuition purposes.

*** MUST COMPLETE REVERSE SIDE ***

INFORMATION FOR RESIDENCE CLASSIFICATION

A Florida "resident for tuition" is a person (or a dependent person whose parent or legal guardian) who has established and maintained legal residence in Florida for at least 12 consecutive months. Residence in Florida must be a bonafide domiciliary rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. Other persons not meeting the 12 month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature. All other persons are ineligible for classification as a Florida resident for tuition purposes.

To qualify as a Florida "resident for tuition purposes", you must be a U.S. citizen, permanent resident alien or a legal alien granted indefinite stay by the Immigration and Naturalization Service. Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal resident of the same state as their parents. Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education. Documents supporting the establishment of legal residence must be dated, issued or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought.

- DEFINITIONS:** A copy of your most recent tax return or other documentation may be requested to establish dependence/independence.
DEPENDENT: A person for whom 50 percent or more of his/her support is provided by another as defined by the Internal Revenue Service.
INDEPENDENT: A person who provides more than 50 percent of his/her support.

FLORIDA RESIDENT FOR TUITION PURPOSES AFFIDAVIT

(IF YOU DO NOT QUALIFY, SIMPLY SIGN THE NON-FLORIDA RESIDENT SECTION BELOW)

- ☐ 1. I am an independent person and have maintained legal residence in Florida for at least 12 months.
☐ 2. I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least 12 months.
☐ 3. I am a dependent person who has resided for five years with an adult relative other than my parent or legal guardian and my relative has maintained legal residence in Florida for at least 12 months.
☐ 4. A Florida public college/university declared me a resident for tuition purposes. Name of institution: _____
☐ 5. I am married to a person who has maintained legal residence in Florida for at least 12 months. I have established legal residence and intend to make Florida my permanent home. (Copy of marriage certificate required.)
☐ 6. I abandoned my Florida domicile less than 12 months ago, and am now re-establishing Florida legal residence.
☐ 7. According to the United States Immigration and Naturalization Service, I am a permanent resident alien or other legal alien granted indefinite stay. I have maintained domicile in Florida for at least 12 months. (INS documentation required.)
☐ 8. I am a member of the armed services of the United States and am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida (or I am the member's spouse or dependent child). (Copy of employment verification required.)
☐ 9. I am a full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education (or I am the employee's spouse or dependent child). (Copy of employment verification required.)
☐ 10. I am part of the Latin American/Caribbean scholarship program. (Copy of employment required.)
☐ 11. I am a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program (S.240.551, F.S.). (Copy of card required.)
☐ 12. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch (or I am the student's spouse or dependent child).
☐ 13. I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
☐ 14. I am a full-time student participating in a linkage institute. (S.240.137, F.S.)

ATTACH COPIES OF DOCUMENTATION INDICATED ABOVE--ADDITIONAL DOCUMENTATION (e.g., copies of voter's registration, driver's license, tax returns, deeds, etc.) may be required by the College in some cases. **ALL DOCUMENTATION IS SUBJECT TO VERIFICATION.** Someone other than the applicant (e.g., parent) should complete this affidavit if the applicant is dependent or seeks to be classified as a Florida resident by virtue of a relationship; otherwise, the applicant must complete this affidavit. **PLEASE PRINT:**

1. Name of Applicant: _____ 2. Student SSN: _____
 The CLAIMANT is the person who is claiming Florida residency, e.g., the applicant (if independent), parent, spouse or legal guardian. All of the questions below pertain to the claimant.
 3. Name of Claimant: _____ 4. Relationship of Claimant to Applicant: _____
 5. Permanent Legal Address of Claimant: _____
 6. () _____
 Telephone Number of Claimant: _____ City _____ State _____ Zip _____
 7. Date Claimant Began Establishing Legal Florida Residence and Domicile: _____
 8. Claimant's Voter Registration: State: _____ County: _____ Number: _____ Original Issue Date: _____ MM/DD/YY
 9. Claimant's Drivers License: State: _____ Number: _____ Issue Date: _____ MM/DD/YY
 10. Claimant's Vehicle Registration: State: _____ License Tag Number: _____ Issue Date: _____ MM/DD/YY
 11. Citizenship: ☐ U.S. Citizen ☐ Permanent Resident Alien ☐ Asylee or Refugee Alien ☐ Other, _____
 12. Non-U.S. Citizen Only: Resident Alien Number: _____ Date Card Issued: _____
 (Copy of both sides of card required) _____ MM/DD/YY

By my signature, I affirm that all of the application information and residency statements herein are true, complete and correct.

ADDITIONAL DOCUMENTATION MAY BE REQUESTED BY THE INSTITUTION

I do hereby swear or affirm that the above-named applicant meets all requirements indicated in the category checked above for classification as a Florida "resident for tuition purposes". I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes, and that a false statement in this affidavit may subject the above-named student to the penalties for making a false or fraudulent statement.

Signature in Ink of Applicant _____ and of Person Claiming Florida Residency if other than Applicant _____ Date _____

NON-FLORIDA RESIDENTS ONLY

I understand I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for a future term, it will be necessary for me to file the required documentation prior to the beginning of the term in order to be considered for Florida residency classification.

Signature in Ink

Date

ASSOCIATE IN ARTS DEGREE REQUIREMENTS CHECK LIST

Area I – Communications – 9 credit hours

The following two courses are required - Grade: C or higher

- ____ ENC 1101 College Composition I OR
- ____ ENC 1121 Honors College Composition I AND
- ____ SPC 1016 Fundamentals of Speech Communication

Select one of the following courses - Grade: C or higher

- ____ ENC 1102 College Composition II OR
- ____ ENC 1122 Honors College Composition I AND
- ____ ENC 1141 Writing About Literature

Area II – Humanities – 6 credit hours

Select one course in Literature - Grade: C or higher

- ____ AML 2010 American Literature to 1865
- ____ AML 2020 American Literature after 1865
- ____ ENL 2012 English Literature before 1800
- ____ ENL 2022 English Literature after 1800
- ____ LIT 2110 World Literature before the Renaissance
- ____ LIT 2120 World Literature after the Renaissance
- ____ Approved Transfer Humanities

Select one of the following courses - Grade: C or higher

- ____ ARH 1000 Art Appreciation
- ____ ARH 2050 History of Art (Early)
- ____ ARH 2051 History of Art (Modern)
- ____ MUL 1010 Music Appreciation
- ____ THE 1000 Theater Appreciation
- ____ Approved Transfer Humanities

Area III – Math – 6 credit hours

Select two of the following courses - Grade: C or higher

- ____ MAC 1105 College Algebra
- ____ MAC 1114 Trigonometry
- ____ MAC 1140 Precalculus
- ____ MAC 2233 Survey of Calculus (for Business majors)
- ____ MAC 2311 Calculus with Analytic Geometry I (4)
- ____ MAC 2312 Calculus with Analytic Geometry II (4)
- ____ MAC 2313 Calculus with Analytic Geometry III (4)
- ____ MAP 2302 Differential Equations
- ____ MGF 1106 Liberal Arts Mathematics
- ____ STA 2023 Statistics
- ____ Approved Transfer Mathematics

Electives (Need 24 hours) – AA Courses Only. You should select electives with the help of your academic advisor.

Choose electives from courses listed in the Course Descriptions section of the college catalog that are designated A.A.

Area IV – Natural Sciences – 9 credit hours

The following course is required for 3 credit hours - grade: C or higher

- ____ HSC 2100 Health Concepts and Strategies
- ____ Approved Transfer Health

Select two of the following courses for 6 credit hours - grade: C or higher

- ____ AST 1002 Descriptive Astronomy
- ____ AST 1005 Planetary Astronomy
- ____ AST 1006 Stellar and Galactic Astronomy
- ____ BSC 1005 Concepts of Biology (Non-Science Major)
- ____ BSC 1010 Principles of Biology (Lab optional)
- ____ BSC 1050 Environmental Conservation
- ____ BSC 1085 Anatomy and Physiology I and Lab (4)
- ____ BSC 1086 Anatomy and Physiology II and Lab (4)
- ____ BOT 1010 General Botany and Lab (4)
- ____ CHM 1015 Principles of Chemistry (Lab optional)
- ____ CHM 1040 General Chemistry I
- ____ CHM 1041 General Chemistry II and Lab (4)
- ____ CHM 2046 General Chemistry III and Lab (4)
- ____ GLY 1000 Descriptive Geology
- ____ MCB 2010 Microbiology and Lab (4)
- ____ OCE 1001 Introduction to Oceanography (Lab Optional)
- ____ PHY 1001 Applied Physics
- ____ PHY 2048 General Physics with Calculus I & Lab (5)
- ____ PHY 2049 General Physics with Calculus II & Lab (5)
- ____ PHY 2053 General Physics I & Lab
- ____ PHY 2054 General Physics II & Lab
- ____ PSC 1341 Physical Science for Today's World
- ____ PSC 1101 Earth Science
- ____ ZOO 1010 General Zoology
- ____ ZOO 1010L General Zoology Lab
- ____ Approved Transfer Science

Area V – Social Science – 6 credit hours

Select one of the following courses - Grade: C or higher

- ____ ANT 2000 Anthropology
- ____ ECO 2013 Principles of Macroeconomics
- ____ GEO 1010 Principles of Geography and Conservation
- ____ PSY 2012 General Psychology
- ____ SYG 1230 American Minorities Today
- ____ SYG 2000 Introduction to Sociology
- ____ SYG 2010 American Social Problems
- ____ Approved Transfer Social Science

Select one of the following courses - Grade: C or higher

- ____ AMH 2010 US History to 1865
- ____ POS 1001 Introduction to Political Science
- ____ POS 2041 American National Government
- ____ POS 2112 American State & Local Government
- ____ Approved Transfer Social Science

AA NOTES

- See an academic advisor for the exact requirements in your major necessary to transfer to the university of your choice.
- Information about university program requirements is subject to change and must be verified with an advisor at the university you plan to attend.
- Be sure to turn in your PBCC graduation application (grad card) when you have completed 45 credit hours
- Students who test into English or Reading prep courses may not take Gordon Rule writing classes (all courses in Areas I, II, and V) until these prep courses are passed
- Choose electives from courses listed in the Course Descriptions section of the college catalog that are designated AA (in parentheses after the course title)
- See a PBCC advisor to determine which electives you need for your major
- Foreign language is not required for the AA degree from PBCC; however, it may be required for admission to a university; see an advisor for your university's requirements

NOTES:

PALM BEACH COMMUNITY COLLEGE
SERVES PALM BEACH COUNTY
FROM FOUR LOCATIONS

BELLE GLADE

1977 College Drive
Belle Glade, Florida 33430-3699
(561) 996-PBCC (7222)

BOCA RATON

3000 Saint Lucie Avenue
Boca Raton, Florida 33431-6490
(561) 367-4500

LAKE WORTH

4200 Congress Avenue
Lake Worth, Florida 33461-4796
(561) 967-PBCC (7222)

PALM BEACH GARDENS

3160 PGA Boulevard
Palm Beach Gardens, Florida 33410-2893
(561) 624-PBCC (7222)



Florida's First Public Community College

Palm Beach Community College is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran, marital or disability status.

PALM BEACH COMMUNITY COLLEGE
4200 CONGRESS AVENUE
LAKE WORTH, FL 33461-4796



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